

## Brief Test Plan

1. **Test Plan Identifier**  
<Unique ID here, reference the build No.>
2. **Introduction**  
<Around 3 lines briefly outlining what this Test Plan covers to put its content in context>
3. **Test Items**  
<List the Scope Items here>
4. **Features to be Tested**  
<List the specific features of the Scope Items that are to be tested>
5. **Features not to be Tested**  
<List the features of the Scope Items that will not be tested>
6. **Approach++**  
<Reference the Test Strategy by URL>
7. **Item Pass / Fail Criteria**  
<What level of testing must be completed, how many Test Cases run or passed?>  
<How many bugs can be in place and still allow the testing to be considered complete?>
8. **Suspension Criteria and Resumption Requirements++**  
<List criteria specific to this Test Plan>
9. **Test Deliverables++**  
<List any Deliverables that are specific to this Test Plan>
10. **Testing Tasks++**  
<List any Testing Tasks that are specific to this Test Plan>
11. **Environmental Needs++**  
<List Environmental Needs that are specific to this Test Plan>
12. **Responsibilities++**  
<List Responsibilities that are specific to this Test Plan>
13. **Staffing and Training needs++**  
<List Staffing and Training needs that are specific to this Test Plan>
14. **Schedule++**  
<Include a high level schedule for this Test Plan>
15. **Risks and Contingencies++**  
<List Risks and Contingencies that are specific to this Test Plan>
16. **Approvals**  
<Name required approvers here>

++ The **Test Strategy** has more information for elements with this symbol.