*<Project or Product Name>*

**QA Release *<#>* Plan**

Version 1.0

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Description | Author |
|  |  |  |  |
|  |  |  |  |

This document has been approved as the official QA Release Plan for NMDP/BTM*,* and accurately reflects the current understanding of the testing needs within the organization. This document should be written for every release. Following approval of this completed document, changes will be governed by the project’s change management process, including appropriate reviews and approvals. The QA Release Plan shall be converted to PDF and signatures for the approval of this document shall be captured with wet signatures. Once approved, this document shall be added to the project’s Design History File.

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# Introduction

The purpose of the QA Release Plan is to document the specific scope and plans for testing a given release. This document is a continuation (it builds off) of the Product QA Approach document. The contents of this document will change from release to release, as the scope changes.

Epics completed in this release include:

*List the Epics included in this release.*

# Scope

### *In Scope*

Identify the list of applications or functionality that will be covered within the scope of this plan. This is a listing of what is to be tested from the User’s (Client’s) perspective of what the system does. It is NOT a technical description of the software but a USERS view of the functions. Examples of “In Scope” applications or functionality listed below are provided for reference only. Project Test Teams shall add applications or functionality, modify and delete the activities as required and applicable for the project testing.

1. List of in scope Features (for Release)
2. The Applications being affected/impacted for each feature
3. List of transactions in scope for testing for each application
4. List of functionalities to be tested for each transaction

### Out of Scope

Identify the list of applications or functionality that will NOT be covered within the scope of this plan. This is a list of what is NOT to be tested from both the User’s (Client’s) perspective of what the system does and a Configuration Management/Version Control View. Examples of “Out of Scope” list of applications or functionality listed below are provided for reference only. Project Test Teams shall add activities, modify and delete the list of applications or functionality NOT required and NOT applicable for the project testing.

1. Building the testing infrastructure (to be done by the support team)
2. Training users and support during warranty
3. The Applications NOT being affected/ impacted for each project
4. List of transactions NOT in scope for testing for each application
5. List of functionalities NOT to be tested for each transaction

# Testing Data

*Provide the test data management plan for this release. This should include the different needs of each test phase (i.e., System testing would require different test data than UAT, which may more closely resemble production data.). Also, provide expectations on when data will be provided.*

# High Level Timelines

|  |  |
| --- | --- |
| **Test Phases** | **Planned Schedule** |
| *Unit Testing* |  |
| *System Testing* |  |
| *Integration Testing* |  |
| *Regression Testing* |  |
| *Performance Testing* |  |
| *Acceptance Testing* |  |

# Testing Schedule

Provide the schedule for testing. This should be based on the project schedule/milestones, testing estimates, expected builds/releases, resource constraints, etc. All the testing activities should be accounted for in the schedule with established start and end dates. Also, provide expectations on how project slippage will be handled in relation to testing.

## Milestones

*Testing should incorporate test activities for each of the test efforts identified in the previous sections. Testing milestones should be identified to communicate project testing related status and accomplishments. Add or Delete as appropriate for the project.*

| **Milestone Task** | **Responsible (Name)** | **Start Date** | **End Date** |
| --- | --- | --- | --- |
| Project/Release Kick-off |  |  |  |
| Release Test Plan Approval |  |  |  |
| Sprint 1 Unit Testing Complete |  |  |  |
| Sprint 1 QA Testing Complete |  |  |  |
| Sprint 2 Unit Testing Complete |  |  |  |
| Sprint 2 QA Testing Complete |  |  |  |
| Regression Testing Complete |  |  |  |
| Performance Testing Complete |  |  |  |
| Acceptance Testing Complete |  |  |  |
| Final Validation Report Complete |  |  |  |

# Deliverables

This section contains information on the various documents, tools, and reports that will be created, by whom, delivered to who, and when delivery is expected.

| **Deliverable** | **Created By** | **Consumed By** | **Due Date** |
| --- | --- | --- | --- |
| Requirements Reviewed/Approved |  |  |  |
| Release QA Plan Complete |  |  |  |
| QA Test Results |  |  |  |
| Regression Test Results |  |  |  |
| Acceptance Test Results |  |  |  |
| Requirements Traceability Matrix |  |  |  |
| Final Validation Summary Report |  |  |  |

# Testing Dependencies

List any assumptions/constraints/dependencies that may impact the design or development, and ultimately testing for this release.

|  |
| --- |
| **Assumptions** |
|  |
|  |
| **Constraints** |
|  |
|  |
| **Dependencies** |
|  |
|  |

# Release Testing Risks

List any QA issues or risks, and mitigations or contingencies that may impact a QA deliverable. Consider schedule, technical, management, personnel, requirements, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** (Issue/ Risk) | **Description** | **Mitigation** | **Contingency** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# References

List (and provide links to) references used in developing this QA Release Plan, such as QA Strategy, Business Case, BRD, Architecture Diagrams, Software Development Plan, Estimates, etc.

|  |  |
| --- | --- |
| **Reference** | **Location/Link** |
| Enterprise QA Strategy | Confluence – Quality Assurance space |
| <Product Name> QA Approach |  |
| BRD |  |
| Software Development Plan |  |

# 

# Document Approvals

The following are required to provide signatures of approval of this Test Plan. Changes will follow the Change Management process.

|  |  |  |  |
| --- | --- | --- | --- |
| Approver Name | Project Role | Signature/Electronic Approval | Date |
|  | Product Owner |  |  |
|  | QA Lead |  |  |
|  | Tech Lead |  |  |
|  | Scrum Master |  |  |