Test plan template

Fill in each section. The gray line under each heading explains what goes there. Delete what your project doesn't need.

1. Document control

Identify the plan and track who wrote, reviewed, and approved it.

Project	
Release	
Document version	
Author	
Reviewers	
Approval date	

2. Introduction and objectives

Say what is being released and what testing must prove before it ships.

Purpose	
Background	
Objectives	

3. Scope

List what will be tested and, just as important, what will not.

Features in scope	
Features out of scope	

4. Test items

Name the builds, components, and versions under test.

Item	Version or build	Notes

5. Test approach

Describe how you will test: levels, types, the manual and automated split, and techniques.

Test levels	
Test types	
Manual vs automated split	
Techniques	

6. Entry criteria

Conditions that must be true before test execution starts.

Entry criteria	

7. Exit criteria

Conditions that must be true before testing is complete and the release can be signed off.

Exit criteria	

8. Suspension and resumption criteria

When to pause testing, and what must happen before it restarts.

Suspend testing when	
Resume testing when	

9. Test environment

Browsers, devices, operating systems, URLs, and integrations you will test on.

Browsers	
Devices	
Operating systems	
URLs	
Integrations	

10. Test data

What data you need, where it comes from, and how it is reset.

Data needed	
Source and refresh	

11. Roles and responsibilities

Who does what during testing.

Role	Responsibilities

12. Schedule and milestones

Key dates for planning, execution, retest, and sign-off.

Milestone	Start	End	Owner

13. Test deliverables

Documents and outputs the team will produce.

Deliverables	

14. Risks and mitigations

What could stop testing or let defects through, and what you will do about it.

Risk	Likelihood	Impact	Mitigation	Owner

15. Tools

Tools the team will use for each part of testing.

Purpose	Tool

16. Approvals

Sign-off from the people who agreed to this plan.

Role	Decision	Signature	Date

Test plan example: online store release 4.2

Illustrative example for a web release: a checkout redesign plus saved cards for an online store. Names, dates, and URLs are made up.

1. Document control

Project	Online store web app
Release	4.2 (checkout redesign and saved cards)
Document version	1.1
Author	QA lead
Reviewers	Product manager, engineering lead, release manager
Approval date	2026-11-13

2. Introduction and objectives

Purpose	This plan describes how the QA team will test release 4.2 of the online store before it goes live.
Background	Release 4.2 replaces the three-step checkout with a single-page checkout and lets signed-in shoppers save a card for later orders.
Objectives	1. Confirm shoppers can complete a purchase with the new checkout on every supported browser and device 2. Confirm saved cards are added, shown, used, and removed correctly, and that the store never shows or keeps full card numbers 3. Confirm existing flows (cart, promo codes, guest checkout, order history) still work 4. Give the release manager a go or no-go recommendation backed by test results

3. Scope

Features in scope	Single-page checkout: shipping address, delivery options, payment, order review Save a card, choose a saved card, remove a saved card Guest checkout Promo codes and gift cards at checkout Order confirmation email Regression of cart, sign-in, and order history
Features out of scope	iOS and Android apps (tested in their own release) Payment provider internals (covered by the provider's own certification) Warehouse and shipping systems after an order is placed Full load testing (planned for release 4.3)

4. Test items

Item	Version or build	Notes
Web storefront	4.2.0-rc1 and later	Release candidate builds from the main branch
Checkout service API	v3.4	New endpoints for the single-page checkout
Saved cards service	v1.0	New service. Stores payment provider tokens only
Order confirmation email template	v2.1	Updated layout and order summary

5. Test approach

Test levels	Unit and API tests (developers), integration, system, and user acceptance testing (product team)
Test types	Functional, regression, cross-browser, accessibility (WCAG 2.2 AA), security checks on saved cards, and a performance smoke test
Manual vs automated split	Automated: regression suite for cart, sign-in, and checkout happy paths, run on every build in CI. Manual: exploratory testing of the new checkout, accessibility review, and UAT. New checkout happy paths are automated before code freeze.
Techniques	Equivalence partitioning and boundary values for card and address fields, decision tables for promo code rules, state transition testing for saved cards (add, use, expire, remove), and 60-minute exploratory sessions per area

6. Entry criteria

Entry criteria	Release candidate build deployed to staging and the smoke test passes Requirements and designs for checkout and saved cards signed off Test cases reviewed and linked to requirements in your test management tool Test data and payment provider sandbox accounts ready No open critical defects carried over from the previous build

7. Exit criteria

Exit criteria	All P1 and P2 test cases executed, and all P1 cases passed No open critical or high defects. Medium defects have an agreed fix date or workaround Automated regression suite passes on the final release candidate Accessibility review finds no blocking issues UAT signed off by the product manager Test summary report shared with the release manager

8. Suspension and resumption criteria

Suspend testing when	The smoke test fails on a new build A blocker defect stops testing of checkout or payment Staging or the payment sandbox is down for more than 4 hours More than 3 critical defects are found in one day
Resume testing when	A fixed build passes the smoke test The blocking defect is fixed and retested The environment has been back and stable for 1 hour The QA lead and engineering lead agree to resume

9. Test environment

Browsers	Chrome, Firefox, Safari, and Edge (latest two versions)
Devices	Windows laptop, MacBook, iPhone and Android phone (mobile web), iPad (tablet web)
Operating systems	Windows 11, macOS, iOS, and Android (latest two versions)
URLs	https://staging.example-store.com (system testing) https://uat.example-store.com (UAT)
Integrations	Payment provider sandbox, test email inbox, tax calculation service (test mode), analytics test property

10. Test data

Data needed	20 test shopper accounts (new, returning, with and without saved cards) Payment provider test cards only, including declined, expired, and 3-D Secure cards Catalog snapshot with in-stock, out-of-stock, and discounted products Domestic and international addresses, including long and special-character addresses Valid, expired, and single-use promo codes
Source and refresh	Seeded by script before each test cycle and reset nightly. No production customer data is copied to test environments.

11. Roles and responsibilities

Role	Responsibilities
QA lead	Owns this plan, coordinates testing, reports status, and recommends go or no-go
QA engineers (2)	Write and run test cases, log defects, and run exploratory sessions
Test automation engineer	Maintains the regression suite and runs it in the CI pipeline
Developers	Write unit and API tests, fix defects, and support triage
Product manager	Clarifies requirements, runs UAT, and signs off scope
Release manager	Approves the release based on the test summary report

12. Schedule and milestones

Milestone	Start	End	Owner
Test planning and case design	2026-11-09	2026-11-13	QA lead
Test environment and data ready	2026-11-12	2026-11-16	Engineering lead
Test execution, cycle 1	2026-11-16	2026-11-20	QA engineers
Defect fixes and retest, cycle 2	2026-11-23	2026-11-27	QA engineers, developers
Regression and UAT	2026-11-30	2026-12-02	Product manager
Go or no-go meeting	2026-12-03	2026-12-03	Release manager
Release to production	2026-12-08	2026-12-08	Release manager

13. Test deliverables

Deliverables	This test plan Test cases and test suites in your test management tool Automated regression scripts and run results Defect reports Daily status updates during execution Test summary report at the end of testing UAT sign-off

14. Risks and mitigations

Risk	Likelihood	Impact	Mitigation	Owner
Payment sandbox is slow or unavailable	Medium	High	Book sandbox time early and use mocked payment responses for non-payment tests	Engineering lead
Late design changes to the checkout page	Medium	Medium	Freeze designs on 2026-11-13 and route later changes through the QA lead	Product manager
Saved card data handled insecurely	Low	High	Security review of the saved cards service. Test that only tokens are stored and only the last 4 digits are shown	QA lead
Not enough mobile devices	Medium	Medium	Use a cloud device lab for less common devices	QA lead
Regression suite too slow for every build	Low	Medium	Run a smoke subset on every build and the full suite nightly	Test automation engineer

15. Tools

Purpose	Tool
Test cases, runs, and reporting	Your test management tool
Defect tracking	Your issue tracker
Test automation	Your automation framework, run in the CI pipeline
Cross-browser and device testing	Cloud browser and device lab
Accessibility	Automated accessibility checker plus manual screen reader checks
Status updates	Team chat channel

16. Approvals

Role	Decision	Signature	Date
QA lead	Approved	Signed	2026-11-13
Engineering lead	Approved	Signed	2026-11-13
Product manager	Approved	Signed	2026-11-13
Release manager	Approved	Signed	2026-11-13

More test plan guidance, a one-page Agile version, and the Excel file:
katalon.com/resources-center/blog/test-plan-template

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