

# Test Plan Checklist

**Date:**

**Project Name:**

**Prepared By:**

**1. Test Description:**

**2. Test Objectives:**

**3. Testing Methods: (Select all that apply)**

Automated Testing	Stress Testing
Manual Testing	Regression Testing
Functional Testing	Conformance Testing
Compatibility Testing	Workflow Testing
Integration Testing	Ad-Hoc Testing
Performance Testing	User Acceptance Testing

**4. Other Testing Methods:**

**5. Test Deliverables:**

Test Plan	Completion Date:
Test Specifications	Completion Date:
Test Script	Completion Date:

**6. Tasks:**

- Identify testing requirements.
- Set testing goals and objectives.
- Select testing methodologies.
- Create test plan & obtain approvals.
- Create test specs & obtain approvals.
- Build your test environment.
- Create test scripts & obtain approvals.
- Schedule the test. **Date:**
- Notify all participants.
- Conduct the test and record results.
- Analyze results and apply lessons learned.