

## iTM

# Test Planning Checklist

Document Owner	
Date	
State / Version	
Configuration Item #	

Assess | Visualise | Transform | Manage | Train

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## Document Control

### Approval Record

Role	Name	Role	Signature/Date
Author(s)			
Approvers			
Reviewers			

### Document History

Date	Version	Type	Reason for Change

### References

No	Title	Document Reference (Path)
1	Test Monitoring and Control Procedures	
2	Test Strategy	

### Template History

Date	Version	Type	Reason for Change
07 Mar 2017	1.0		Formatting

## Document Summary

This document is the test planning checklist which should be completed throughout each instance of test planning during the project life cycle. This checklist should be used to ensure compliance with the agreed approach (as defined in the test strategy) and to assist with test quality checkpoint 2 as defined in the test monitoring and control procedures:

- Exit criteria out of test planning
- Entry criteria into test specification for each test level planned (for example, for system test, system integration test, user acceptance test)

## Test Planning Checklist

Ref	Activity / Task	Owner	Complete	Date	Remarks
1	Test quality checkpoint for entry to test planning conducted – details captured – exceptions noted				
2	Product risk assessment performed and agreed				
3	Agreed test basis documentation available to define approach and plan for testing				
4	Account / Project test strategy containing approach produced				
5	Client quality expectations established and factored into approach and plan with risks				
6	Test Strategy approved				
7	Test estimate(s) produced				
8	Test estimate(s) approved				
9	Test plan(s) produced				
10	Test plan(s) approved				
11	Test metric information captured *				
12	Test quality checkpoint is planned for exit from test planning				

\* Item 11 in the checklist above refers to the collection of data for metrics and KPI measurement.

This is a critical activity. The following KPIs are monitored during test planning:

M1, M1a,  
M2, M2a,  
M3,  
M4, M4a, M4b,  
M5,  
M7, M7a, M7b, M7c,  
M8,  
M9,  
M10, M10a