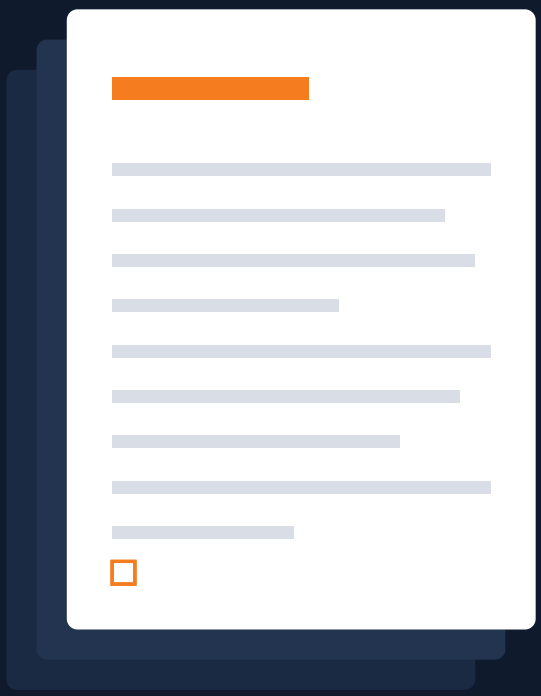
Documentation
Services Lab



FREE TEMPLATE

SOFTWARE DEVELOPMENT

Software Test Plan

Scope, approach, resources and schedule for testing and validation.

STAGE

Testing & validation

PRIMARY AUDIENCE

QA Teams, Automation Engineers, Developers

About this template

A Software Test Plan (based on IEEE 829) defines what will be tested, how, by whom, with what environments and data, and what counts as done. It aligns QA, developers and stakeholders on quality expectations before testing starts.

Detail	
Stage	Testing & validation
Primary audience	QA Teams, Automation Engineers, Developers

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Product / release		**Plan version**	
QA lead		**Approver**	
Status		**Date**	

Version	Date	Author	Summary of changes
[1.0]	*[DD/MM/YYYY]*	*[Name]*	*[Initial release]*

01 Objectives & Scope

Features to be tested	Features not tested (and why)

02 Test Approach

Test type	In scope?	Approach / tools	Owner
Unit			
Integration			
System / E2E			
Regression			
Performance			
Security			
UAT			

03 Test Environment & Data

Environments	
Test data source	
Devices / browsers	
Tools	

04 Entry & Exit Criteria

Entry criteria	Exit criteria
[Build deployed to QA]	*[No open Sev 1/2 defects]*
	[95% test cases passed]

Need it written for you? Book a free consult

05 Test Cases

ID	Scenario	Steps	Expected result	Req ID	Status
TC-01					

06 Defect Management

Severity	Definition	Fix target
Sev 1	*[Blocker]*	
Sev 2	*[Major]*	
Sev 3	*[Minor]*	
Sev 4	*[Cosmetic]*	

07 Schedule & Resources

Activity	Start	End	Owner

Need it written for you? Book a free consult

08 Risks & Mitigation

GUIDANCE *List what could go wrong, how likely and serious it is, and what you will do about it.*

Risk	Likelihood	Impact	Mitigation	Owner
[Risk]	*[L/M/H]*	*[L/M/H]*	*[Action]*	*[Role]*

09 Test Plan Approval

Role	Name	Signature	Date
QA Lead			
Dev Lead			
Product Owner			

Documentation
Services Lab

YOUR TEMPLATE IS READY. YOUR TIME IS LIMITED.

Need this document written, reviewed or formatted for you?

Documentation Services Lab turns your processes, systems and know-how into clear, audit-ready documents your team will actually use. Hand us your notes, recordings or rough drafts and we deliver a finished, on-brand **Software Test Plan** and anything else you need.

SOPs & process docs

Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

Technical & API docs

API references, integration guides, manuals, specs and knowledge bases.

Quality & compliance

ISO-ready QMS documents, registers, audit checklists, training records.

Project & construction

Charters, plans, RFIs, submittals, daily reports, closeout packages.

Book a free consultation >

cal.com/documentationservices/inquiry

Visit our website >

documentationserviceslab.com

Free to use and adapt for your own organisation. Remove the orange guidance boxes before publishing.

© Documentation Services Lab