



BEST PRACTICE

Guidelines to Writing the Test Plan

Test planning can be one of the most challenging aspects of testing. The following guidelines can help make the job a little easier.

- **Start early**
Even though you might not have all of the details at hand, you can complete a great deal of the planning effort by starting on the general and working toward the specific. By starting early, you can also identify resource needs and plan for them before other areas of the project subsume them.
- **Keep the Test Plan flexible**
Make it easy to add test cases, test data, and so on. The test plan itself should be changeable, but subject to change control.
- **Review the Test Plan frequently**
Other people's observations and input greatly facilitate achieving a comprehensive test plan. The test plan should be subject to quality control just like any other project deliverable.
- **Keep the Test Plan concise and readable**
The test plan does not need to be large and complicated. In fact, the more concise and readable it is, the more useful it will be. Remember, the test plan is intended to be a communication document. The details should be kept in a separate reference document.
- **Calculate the planning effort**
You can count on roughly one-third of the testing effort being spent on each of the following test activities: planning, execution, and evaluation.
- **Spend the time to do a complete Test Plan**
The better the test plan, the easier it will be to execute the tests.

References

Guide – CSTE Common Body Of Knowledge, V6.1