

**U.S. Department of Energy**

*Project Name*

**Acceptance Test Plan**

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**TEMPLATE**

**U. S. DEPARTMENT OF ENERGY**

*Organizational Title 1*  
*Organizational Title 2*

## **Change Control Page**

The following information is being used to control and track modifications made to this document.

- 1)    **Revision Date:**  
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## Preface

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**Document Version Control:** It is the reader's responsibility to ensure they have the latest version of this document. Questions should be directed to the owner of this document, or the project manager.

This document was generated by the *Project Name* project team. *System/Project Name* will be developed for the *Organizational Name* of the U.S. Department of Energy.

**Lifecycle Stage:** *Project Name* is in the Acceptance stage of the project lifecycle.

**Approval:** *A completed stage exit will constitute approval of this document.*

**Document Owner:** The primary contact for questions regarding this document is:

*Author's Name, Author's function, e.g. Project Planner*

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### Privacy Information

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in the *Project Name* project or who will become involved during the lifecycle.

# **1. Project/System Information**

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## **1.1 Project Objectives**

The business/organizational objectives to be achieved by the project or system.

## **1.2 System Description**

Brief description of the system and functions it is intended to perform.

## **1.3 References**

Identify sources of information used to develop this document, such as IEEE or project documentation.

## **1.4 Outstanding Issues**

Any outstanding issues relative to this project, and in particular acceptance testing.

## **1.5 Roles and Responsibilities**

The person(s) responsible for, and involved in, all aspects of acceptance testing, both during preparation and execution, and their roles. Document names and roles or reference the Work Breakdown Structure, where these persons and associated activities are typically identified. Include customer/system owner, development/test team, and external persons/groups.

## **2. Test Plan**

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### **2.1 Scope**

The scope (boundaries) of the acceptance test - what is, and what is not (that which someone may otherwise believe is) included in the test.

### **2.2 Testing Approach**

- The types of tests which will be performed (e.g. functional testing, security testing, stress testing, timing tests, compliance testing, capacity testing).
- The level at which testing is performed (e.g., system level, component level, integration level).
- Test methods, tools, harnesses and procedures to be used.
- Source(s) of test data.

### **2.3 Test Schedule**

A detailed schedule - also known as a Work Break down Structure (WBS) - indicating all acceptance testing activities to be performed, and the planned start and end dates for each.

### **2.4 Problem Reporting and Data Recording**

- Description of, or reference to, the problem reporting process which will be used.
- Description of how test results will be recorded.
- Description of how problems will be tracked to resolution.

### **2.5 Resource Requirements**

- Hardware requirements (e.g., hardware items, interfacing equipment).
- Software requirements (e.g., operating systems, compilers, test drivers, test data generators).
- Documentation requirements (e.g., test documentation).
- Staffing requirements (e.g., development team, end users, customers).
- Test data requirements.

- Other requirements (e.g., special equipment, rooms, specific times of day or week, turnaround times, training required).

## **2.6 Test Environment**

Describe the plans for setting up the test environment.

## **2.7 Identification of Tests**

List of individual tests and objective(s) of each test. Note: At least one Test Case should be prepared for each test identified here.

## **2.8 Acceptance Test Report**

Document what will be included in the Acceptance Test Report. This report usually closes out the acceptance process.

## **2.9 Corrective Action**

The process that will be used to apply corrections and re-test those cases which fail. This process should be iterative, until each test case has successfully executed.

### 3. Test Cases

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The attached Test Scenario Specification Form provides a template for use in preparing individual test cases. The form can be customized as appropriate.

The following is a description of the content of key fields. The others, e.g., Written By, are deemed to be self-explanatory.

Version No.:	The version number of the item being tested.
Release No.:	The release number of the item being tested.
Build #:	The tracking number associated with the module, set of modules, or other item(s) that perform(s) the function tested by this test case.
Test Scenario#:	A number (sequential) assigned to this test case for tracking purposes.
Requirement #:	The number of the requirement that will be proven by this test case.
Environment:	E.G., mainframe, client/server.
Machine tested:	E.G., PC, server.
Retry #:	A sequential number representing the number of times the test case has been executed.
STEP#:	A number (sequential) associated with the step to be performed in the test scenario.
Description:	What happens in this step.

*[SYSTEM] [Module] [Item]*  
**Test Scenario Specification Form**

Version No.:	Build #:	Requirement #:	Page:
Release No.:	Test Scenario #:	Environment:	of
		Server Tested:	

  

Written By	Date	Reviewed By	Date	Executed By	Date	Retry #

**Instructions:**

**Test Scenario Objective:**

**Assumptions/Dependencies:**

**Test Files/Test Data:**

STEP#	DESCRIPTION	EXPECTED RESULT	ACTUAL RESULT