****<organisation> PIT <test stage> Approach and Plan****



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| **Document owner** | **Document number** | **Version**  |
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**Guidance notes:**

Use of this template for documenting a PIT Approach and Plan is OPTIONAL. A Programme participant may use another format if required, as long as the same topics are covered. Functional, Migration, Non-Functional and Operational Testing must be covered. Programme participants can also add any additional sections as they feel appropriate.

We acknowledge that for Programme participants choosing the SIT route, this template will be updated or new one created based on DBT2 (if applicable) and Migration testing.

Additionally for Programme participants choosing the non-SIT route, this template will be updated or new one created based on DBT2 (if applicable) and Migration testing. Any additional inputs required from Qualification team will then be highlighted out on Qualification Approach and Plan.

Red text indicates guidelines or examples.

Template starts from page 4 onwards - this page must be removed from the final document produced by Programme participants

## Programme Participant Name

*Programme participants to fill in the table below and include their relevant constituency group and third-party provider if applicable.*

|  |  |  |  |
| --- | --- | --- | --- |
| Programme Participant Name | Constituency Group | MPID(s) Tested | Third Party Provider |
| *e.g. Generic Electricity Co. Ltd* | *I&C Supplier* | *MPID1* | *N/A* |

## Change Record

*The table below needs to be updated with details of each amendment and change control.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Author | Version | Change Detail |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Document Approval

*The table below needs to be updated and the role needs to be defined per person as one of the following categories:*

* *Review;*
* *For Information;*
* *For Approval; and*
* *Approval and Sign Off.*

|  |  |
| --- | --- |
| Reviewer/Approver | Role |
|  |  |
|  |  |
|  |  |
|  |  |

## References

*Reference any documents into the table below along with reference and version number. Programme participants should insert documents wherever possible.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference | Documents | Publisher | Version | Additional Information  |
| *REF 001* | *Requirements to Test Traceability Matrix* |  |  |  |
| *REF 002* | *Test Scenarios*  |  |  |  |
|  |  |  |  |  |

## Terminology

*Reference any terminology requiring a description used in this document.*

|  |  |
| --- | --- |
| Term | Description |
|  |  |
|  |  |
|  |  |
|  |  |

# Introduction

## Background

*This section should provide background for the project.*

## Document Purpose

*This section should describe the purpose of the document.*

# Scope and Objectives

## Objectives

*PIT may be carried out in one or more stages. For example, PIT for DBT1, followed by a separate PIT for DBT2. This section should define the key objectives of the PIT test stage described in this document.*

## Scope Overview

*This section is intended to define the high-level scope of this PIT test stage. It should list areas of the system or functionality being tested.*

*An architecture diagram should be included which clearly indicates where test stubs or other test software is being used (for example the DIP Simulator provided by the Programme or JMeter to run performance tests). A description of limitations of any test stubs or software should be included along with the way these limitations are being mitigated.*

*NOTE that this is an important section of the document for assurance purposes.*

### In Scope

*This section should list the scope for the PIT test stage. It should include key features, test requirements and interfaces that will be tested.*

|  |  |  |  |
| --- | --- | --- | --- |
| Key Features/Requirements/Interfaces | Description | Test Types | Priority |
| *Feature 1* | *Add Description* | *Non-Functional* | *High* |

Table 1 In Scope

### Out of Scope

*This section should explicitly identify the high-level key features, test requirements and interfaces that will not be tested by listing what is out of scope of the test plan along with reasons for not testing.*

|  |  |  |  |
| --- | --- | --- | --- |
| Key Features/Requirements/Interfaces | Test Types | Risk Level | Provide Rationale |
|  |  |  |  |

Table 2 Out of Scope

# Test Approach

## Test Scenarios and Cases

*This section should describe the approach to developing test scenarios and test cases. It should list the principal test scenarios planned for <test stage> testing. This should also include the approach to risk-based testing. This section should also identify documents on which tests are based (test basis).*

## Test Prioritisation

*This section should describe in detail how <test stage> tests will be prioritised as part of the test preparation and test execution activities.*

*Programme participants should also describe how the prioritisation is categorised e.g., High, Medium and Low scale against business impact.*

## Test Pass and Fail Criteria

*This section should describe the test pass and fail criteria for <test stage> testing.*

## Test Cycles, Re-Testing and Regression

*This section should describe how <test stage> testing will be carried out and how any retesting will be expected to be carried due to defect, clarification process etc., including regression testing.*

## Test Entry Criteria

*This section should describe test entry criteria for <test stage> testing.*

## Test Exit Criteria

*This section should describe test exit criteria for <test stage> testing.*

# Test Schedule and Deliverables

## Test Schedule

*This section should provide details of the proposed test schedule regarding the <test stage> testing activities. It should also include details of:*

* *Test preparation (including requirements to Test Traceability Matrix, test scenarios and test scripts)*
* *Test execution dates*

*Programme participants can use the table below as an example or create a new table based on their <test stage> testing schedule:*

|  |  |  |
| --- | --- | --- |
| Test Activities | Start Date | End Date |
| *e.g., Produce RTTM* | *01/03/2023* | *01/04/2023* |

Table 3 Test Schedule for <test stage> Testing

## Plan on a Page

*This section should provide a plan on a page for the whole of PIT phase i.e., including functional, migration, non-functional, operational testing and including regression testing. It should also include any DBT2 if applicable.*

## Deliverables

*This section should outline the deliverables to be produced by the Programme participant for PIT phase e.g. PIT test scenarios and scripts, PIT readiness report etc.*

# Test Infrastructure

*This section should define the environment to support the preparation and execution of this PIT Approach and Test Plan.*

## Test Environments

*This section should define any test environments used within PIT stage.*

## Test Stubs and Other Tools

*This section should define any test stubs used within PIT stage.*

## Test Data

*This section should define the approach to test data required to be used within PIT stage. This should include the data allocation and management approach.*

## Release and Configuration Management

*This section should define the release and configuration management approach to be used within PIT stage.*

## Test Labs

*If applicable to Programme participant, this section should* *provide any details of Test Labs which will be used for PIT stage.*

# Roles and Responsibilities

## Test Roles and Responsibilities

*In this section, define the key roles needed to fulfil the PIT testing. Clear and unambiguous definition of the roles and responsibilities is essential for fulfilling the test plan. If possible then Programme participants can put a name against each role as well as the job title. One person may hold more than one role* *providing there is no conflict of interest.*

*The table below* *identifies the roles and responsibilities for PIT stage:*

|  |  |  |
| --- | --- | --- |
| Role | Full Name (optional) | Responsibilities |
| *e.g., Test Manager* |  | *Day to day test management and progress reporting, review of test inputs and test outputs, allocation of test tasks* |

Table 4 Test Roles and Responsibilities

*Test team structure of the test organisation can be added if available*.

# Defect Management

## Defect Management Process

*This section should* *provide information describing the Programme participants defect management process.*

## Defect Management Tools

*This section should describe the defect management tool used by the Programme participant.*

## Defect Reporting

*This section should describe the reporting process when defects are raised that will have an impact on the MHHS Programme. The detail included should state information to be provided and the frequency of reporting.*

## Managing External Defects

*This section should describe how external defects will be managed.*

## Work-Off Plan

*This section should describe the approach to using a work-off plan should one be required.*

# Test Result Management and Reporting

*This section should describe how reporting for the PIT test stage will be performed. It should also include:*

* *When the reports will be sent.*

## PIT Readiness Report

*This section should* *provide details of PIT <test stage> Readiness Report.*

## PIT Execution Progress Report

*This section should provide details of PIT <test stage> Execution Report.*

## PIT Completion Report

*This section should* *provide details of PIT <test stage> Completion Report (including draft and final).*

# Test Assurance

*This section should describe the test assurance process in detail and how Programme participants will carry out self-assurance on all their test-related deliverables and activities for* *PIT phase.*

*It should also describe any criteria for a Work-Off plan.*

# Risks, Assumptions, Issues and Dependencies

## Risks

*The focus within the section should be on risks that relate to and affect the testing in relation to this PIT test stage Approach and Test* *Plan and its scope. Any non-testing related risks* *identified by the Programme participant should be listed below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk No | Risk Description | Impact | Owner | Mitigation |
| *R-1* | *Insert description* | *Describe how the risk could affect testing* | *Set an owner* | *Describe what steps are being taken to mitigate the risk* |

Table 5 Risks

## Assumptions

*The focus within this section should be on assumptions that relate to and affect the testing in relation to this PIT test stage Approach and Test Plan and its scope. Any non-testing related assumptions* *identified by the Programme participant should be listed below.*

|  |  |  |
| --- | --- | --- |
| Assumption No | Assumption Description | Rationale |
| *A-1* | *Describe the assumption* | *Summarise why the assumption is needed* |

Table 6 Assumptions

## Issues

*The focus within the section should be on issues that relate to and affect the testing in relation to this PIT test stage Approach and Test Plan and its scope. Any non-testing related issues* *identified by the Programme participant should be listed below.*

|  |  |
| --- | --- |
| Issue No | Issue Description |
| *I-1* | *Describe the issue* |

Table 7 Issues

## Dependencies

*The focus within this section should be on dependencies that relate to and affect the testing in relation to this PIT test stage Approach and Test Plan and its scope. Any non-testing related dependencies* *identified by the Programme participant should be listed below.*

|  |  |
| --- | --- |
| Dependency No | Dependency Description |
| *D-1*  | *Describe the dependency* |

Table 8 Dependencies

# Appendix

*Any appendix should be added here.*