

*<Project Name>*

Test Case

Version *1.0*

*<mm/dd/yyyy>*

AGENCY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VERSION HISTORY

[Provide information on how the development and distribution of the **Test Case/Scripts** was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | *<name>* | *01/8/2014* | *<name>* | *<mm/dd/yyyy>* | *Initial Plan* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Note to the Author***

***This template has been provided by the Georgia Technology Authority Enterprise Portfolio Management Office. Questions should be directed to epmo@gta.ga.gov***

[This document is a template of a **Test Case/Scripts** document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.

* Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.
* Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project.
* Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.

When using this template for your project document, it is recommended that you follow these steps:

1. Replace all text enclosed in angle brackets (e.g.,, <Project Name>) with the correct field values. These angle brackets appear in both the body of the document and in headers and footers. To customize fields in Microsoft Word (which display a gray background when selected):
   1. Select File, Properties, Advanced Properties. Select the Summary tab and fill in the Title field with the Document Name and the Subject field with the Project Name.
   2. Select the Custom tab and fill in the Last Modified, Status, and Version fields with the appropriate information for this document.
   3. After you click OK to close the dialog box, update the fields throughout the document with these values. Select the Home tab, Editing section, Select All (or Ctrl-A) and pressing F9. Or you can update an individual field by clicking on it and pressing F9. This must be done separately for Headers and Footers.
2. Modify boilerplate text as appropriate to the specific project.
3. To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text.
4. To update the Table of Contents, right-click and select “Update field” and choose the option- “Update entire table”
5. Before submission of the first draft of this document, delete this “Notes to the Author” page and all instructions to the author, which appear throughout the document as blue italicized text enclosed in square brackets.[ ]

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# Introduction

## Test Case Name

*[Provide the detailed name of the Test Case and a unique identifier]*

## Test Items

*[Identify and briefly describe the items and features to be exercised by this test case. For each item consider supplying references to the following test item documentation:*

1. *Requirements specification*
2. *Design specification*
3. *Users Guide*
4. *Operations Guide*
5. *Installation Guide]*

# Input Specifications

[Specify each input required to execute the test case. Some of the inputs will be specified by value (with tolerances where appropriate), while others, such as constant tables or transaction files, will be specified by name. Identify all appropriate databases, files, terminal messages, memory resident areas, and values passed by the operating system. Specify all required relationships between inputs (e.g., timing).]

# Output Specifications

[Specify all of the outputs and features (e.g., response time) required of the test items. Provide the exact value (with tolerances where appropriate) for each required output or feature.]

# Environmental Needs

[Hardware: Specify the characteristics and configurations of the hardware required to execute this test case (e.g., 132 character, 24-line CRT).

Software: Specify the system and application software required to execute this test case. This may include system software such as operating systems, compilers, simulators, and test tools. In addition, the test item may interact with the application software.

Other: Specify any other requirements such as unique facility needs or specially trained personnel.]

# Special Procedural Requirements

[Describe any special constraints on the test procedures that execute this test case. These constraints may involve special set up, operator intervention, output determination procedures, and special wrap up.]

# Intercase Dependencies

[List the identifiers of the test cases that must be executed prior to this test case. Summarize the nature of the dependencies.]

# Test Script

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Step** | **Design Description** |  | **Expected Results** | **Actual Results** | **Pass/Fail** | **Tester/Date** |
|  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

Appendix A: Test Case/Scripts Approval

The undersigned acknowledge they have reviewed the *[Project Name]* **Test Case/Scripts** and agree with the approach it presents. Changes to this **Test Case/Scripts** will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are Business Steward, Implementation Manager or Project Sponsor. Add additional lines for signature as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
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| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

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| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

APPENDIX B: REFERENCES

[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| *<Document Name and Version Number>* | *[Provide description of the document]* | *<URL or Network path where document is located>* |

APPENDIX C: KEY TERMS

*[Insert terms and definitions used in this document. Add rows to the table as necessary. Follow the link below to for definitions of project management terms and acronyms used in this and other documents.]*

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |