Software Test Plan Template

A reusable release/project test plan with an optional automation section.

1. Project information

Field	Example / Value
Project / release	
Plan owner / Test Manager	
Date / version	
Related requirements / release link	

2. Objectives and scope

Field	Example / Value
Objectives	
In scope	
Out of scope	
Key product risks	

3. Test approach

Field	Example / Value
Test levels / types	Unit, integration, API, functional, regression, E2E, exploratory as applicable
Automation approach	
Manual / exploratory approach	

4. Environment and test data

Field	Example / Value
Environments	
Browsers / devices	
Test accounts / fixtures	
Data reset / cleanup	

5. Roles and schedule

Field	Example / Value
Test Manager / QA lead	
Developers	
Product / business owners	
Milestones / test window	

6. Entry, exit and suspension criteria

Field	Example / Value
Entry criteria	
Exit criteria	
Suspension criteria	
Resume criteria	

7. Defect workflow and reporting

Field	Example / Value
Issue tracker	
Severity / priority rules	
Evidence required	
Release-blocking alert channel	
Retest / closure owner	

8. Risks, metrics and sign-off

Field	Example / Value
Risks / mitigations	
KPIs / metrics	
Deliverables	
Final sign-off	

9. Optional automation plan

Field	Example / Value
Automation candidates	
Tools / framework	
CI/CD triggers	
Smoke / regression suites	
Flaky-test policy	
Maintenance owner	