|  |
| --- |
| **BLUE TEXT**: Instructions regarding a document section. Remove the blue instructional before approving.**RED TEXT**: Replace with Solution or Project specific content. Change the font color to black.**BLACK TEXT**: Recommended language that can remain or be changed to meet the Project Team’s needs.Using Templates* Always retrieve the current template when creating new documents.
* When modifying an existing document compare that document against the current template. Address any differences and update the document.
* If certain sections of a template do not apply, enter “Not Applicable” beneath the Section Header and provide appropriate justification. Do not remove Section Headers. If all subsections under a higher level section are not applicable, remove the sub-section headers and include the justification under the remaining high level section header. For example, if there is a section 3, 3.1, 3.1.1, 3.1.2, and 3.2, and all are not applicable, remove the sections 3.1, 3.1.1, 3.1.2, and 3.2 and write Not Applicable” and the rationale under section 3.
* If needed, add a section or sections to the appropriate area of the template.
* Update the Table of Contents before circulating for approval.
* Ensure the version number in the Page Header and the Revision History Table is correct
* Ensure the Revision Date in the History Table is set to the date the document was last modified prior to routing for Approval.
* Templates may be merged. If so, include all sections of each template.

**-- DELETE THIS INSTRUCTION BOX –** |

**NO APPROVALS REQUIRED**

# Table of Contents

[Table of Contents 2](#_Toc429723734)

[1 Purpose 3](#_Toc429723735)

[2 Scope 3](#_Toc429723736)

[2.1 Exclusions, Assumptions, and Limitations 3](#_Toc429723737)

[3 Environment 3](#_Toc429723738)

[4 Approach 3](#_Toc429723739)

[5 Pre-requisites 3](#_Toc429723740)

[6 Acceptance Criteria 4](#_Toc429723741)

[7 Verification Executables 4](#_Toc429723742)

[8 Automated Tools 4](#_Toc429723743)

[9 Exception and Deviation Management 5](#_Toc429723744)

[10 Roles and Responsibilities 5](#_Toc429723745)

[11 Terms and Definitions 5](#_Toc429723746)

[12 Supporting References 5](#_Toc429723747)

[13 Revision History 6](#_Toc429723748)

[Appendix: Deliverables and Approvals 7](#_Toc429723749)

# Purpose

This document is the Verification Plan for Solution name and Release.

# Scope

The scope of this effort is to verify that the solution functions according to the design specifications and satisfies its requirements. The following types of verification will be performed:

Identify each type of formal verification activity and environment in which it will occur. Examples are;

* Solution/Integration
* User Acceptance
* CRS Verification
* Regression
* Data Migration

## Exclusions, Assumptions, and Limitations

Document any exclusions, assumptions and limitations

# Environment

Formal verification execution will be performed in a controlled environment as follows:

|  |  |
| --- | --- |
| **Verification Type** | **Controlled Environment** |
| Enter a line for each appropriate verification type. Do not enter rows for those types not to be performed | Enter environment type, e.g. Test, Stage, Production, training. Note that the environment must be an environment under change control. |

# Approach

Document the verification strategy considering the Requirements Risk Assessment. Justify changing the Requirement Risk Assessment values documented with the requirements, considering such factors as longevity and use across the industry.

# Pre-requisites

List prerequisites for verification execution. Include as appropriate:

* All applicable project deliverables from the Requirements, Design and Build stages have been completed and received by the testing team.
* The full test environment configuration is in place and operational.
* The test data environment has been established and baselined.
* All unit and unit integration tests have been successfully conducted by the Developer.
* Automated test procedure reuse analysis has been conducted, if appropriate.
* A controlled verification environment is available.
* Tester performs a walk-through with the Developer to gain knowledge of how the solution operates.

# Acceptance Criteria

List acceptance criteria focused on ensuring that the solution or change to a solution being delivered meets requirements and is fit for its intended use. The following is a sample:

The effort defined in this plan will be considered complete when all scripts governed under this Plan have been completed with either a status of PASS or a status of FAIL with a exception record recording the decision to proceed to production with the exception still open.

A script may pass with failed steps and with exceptions. However, all deviations and exceptions have to be resolved to the satisfaction of the business and technical lead representatives for this release.

The general process when executing a script will be:

* If all steps pass
	+ The script will be marked as passed and turned over to the intended reviewer. Any exceptions/deviations from the reviewers will be addressed and approved, followed by the reviewers applying their post execution review signatures on the script
* If any step fails or an expected result is not exactly met
	+ The exception/deviation process will be entered. If the issue can be resolved, testing may resume. If not, the script may be marked as a fail with the option for a subsequent run.

#  Verification Executables

See the Appendix for a list of all scripts to be executed and the roles required to approve those scripts. Any scripts added after approval of this plan will be documented in the Verification Summary documentation

# Automated Tools

If automated tool(s) are used provide the following information as appropriate:

* The name(s) and scope of the qualified tool(s) to be used
* The types of activities that will and will not be performed by the tools

# Exception and Deviation Management

All exceptions and deviations encountered during verification activities will be managed by Identify the Exception management process that will be used, or enter it here or in an appendix to this document.

Note that ALM-QC uses the term “defect” instead of Exceptions and Deviations

# Roles and Responsibilities

The *IT Solution Delivery Lifecycle* Procedure, describes the Roles and Responsibilities for developing, verifying, and implementing a Solution. Additional responsibilities relevant to this document are:

Add rows as necessary. If there are no document specific roles, delete the Table and change the second sentence above to:

“There are no additional roles specific to this document.”

| **Role** | **Responsibilities** |
| --- | --- |
|  |  |

# Terms and Definitions

The IT Glossary of Terms maintains the common terms in this document. Also identify any system or solution specific glossaries. Additional terms and definitions specific to this document are included below:

Include terms and acronyms. Add rows as necessary. If there are no document specific terms, delete the Table and change the second sentence above to:

“There are no additional terms and definitions specific to this document.”

| **Term or Acronym** | **Definition** |
| --- | --- |
|  |  |

# Supporting References

Include supporting references explicitly mentioned in this document, excluding glossaries identified in Section 5. Add rows as necessary. If there are no supporting references, delete the Table and add the following text:

“There are no supporting references specific to this document”

| **Identifier** | **Title** |
| --- | --- |
|  |  |

# Revision History

Update this table each time this document is revised. Where possible, include a Change Number or Project related to the document change. Entries should provide the reader with only an indication of what changed. Include section where a change took place. Add rows as necessary.

| **Version** | **Version Date** | **Revisions** |
| --- | --- | --- |
| 1.0 |  | Enter “Initial Release” or, if this document is replacing a previous document(s) as a release 1.0 of a new document, identify the predecessor documents. |

# Appendix: Deliverables and Approvals

Identify each script, to be executed. Add a row for each individual script within each script type

Indicate in the second column whether the indicated script will be created, a revision of an existing script, or a referred document, such as a vendor standard (e.g., Oracle manual). You may create a new deliverable, revise an existing deliverable, refer to an existing deliverable, or indicate that the deliverable is not applicable to the project. If revising or referring to a pre-existing deliverable, include the document number(s) and any relevant information in the “Comments” column.

| **Script Name** | **Create, Revise, Refer** | **Script Identifier** | **Comments** |
| --- | --- | --- | --- |
|
|  |
|  |  |  |  |