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| --- |
| **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.
* 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 –** |

**APPROVERS are not required**

**SCRIPT DETAILS**

**Objective**

If used for Installation:

* Clearly identify the components. There may be multiple components/environments that may included as part of installation of the solution.
* If cloning between environments rather that executing prescribed install, document instructions here. Include a reference to the installation instructions for the system being cloned if possible. If cloned, further evidence may be required to demonstrate equivalency.
* Where possible, instructions that originate from vendor should be directly attached (not modified in any way).

If used for Configuration Verification

* Identify the scope of the configuration to be verified, including any configuration document and/or security matrix.

If used for requirements verification

* State the overall objective
* Describe the “strategy,” such as stating whether the script will include positive and/or negative testing, is a checklist to confirm procedural controls are in place, or will direct a stakeholder through a referenced process rather than identifying specific actions.

**Requirements**

If used for Installation this section is Not Applicable and may be removed in its entirety

If used for requirements verification, specify the identifier and text of all requirements fully or partially addressed in the script.

**Prerequisites and Setup**

Identify setup required prior to test script execution, including test data setup. Prior to execution of each step, verify that all required data elements are available in the system.

Identify any Automated Script Name (if applicable): Name

Describe what must be true before the Test Script is started. Identify any pertinent information that needs to be recorded prior to execution, such as the SW build number, IE Version, Citrix Version, etc

**Variables**

If used for Installation identify such things as server types and names, modules or files to be used, etc.

If used for requirements verification identify such things as UserIDs, files, data variables to be used, etc.

In either event, identify each variable in the form variable name and ensure this format is used within a script step that calls this variable. Include a description of the variable, and any pre-determined values for the variable.

**STEPS**

Note that column heading entries may vary across project teams or in testing tools (e.g., ALM-Quality Center). The column headings may be changed as long as the intent of the column headings are maintained.

The headings shown below are recommended. Also note that column sizes, fonts, etc.,may be changed.

For example, a Project Team may use the term “Actions” instead of “Description”

| **Step** | **Description** | **Test Data (Parameters)***Optional column. May be removed* | **Expected Results** | **Actual Results/Comments** | **Pass/Fail** |
| --- | --- | --- | --- | --- | --- |
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**RUN COMMENTS: Enter tester notes and brief summaries of any Deviations and Exceptions documented.**

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| **Indicate location of evidence (e.g., attached to script, referenced files)** |

**ATTESTATIONS**

**Tester:** By Signing below, the Tester(s) attest to completing the steps identified below

Add or remove rows as is appropriate. This approach is useful when a script is stopped for a period of time and is restarted by a different executor, or when two individuals from different departments or locations are needed to execute a script

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| --- | --- | --- | --- |
| **Printed Name and Signature** |  | **Steps Completed:** | **Date:** |

**Witness:** By Signing below, the Witness(es) attest to witnessing performance of the steps identified below

Remove section if no witness is required for this script. If needed add or remove rows as is appropriate. This approach is useful when a script is stopped for a period of time and is restarted with a different witness, or when two individuals from different departments or locations are needed to witness some or all steps in a script

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| **Printed Name and Signature** |  | **Steps Completed:** | **Date:** |

**Revision History**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Description of Changes** |
| 1.0 | Revision Date | Initial Release |