

CubelQ Software Test Plan Handbook

Version 1

Release 2.20.10.EN

Published: September 2012

Last Update: November 2016

Contents

1	REVISION HISTORY	5
2	PROJECT TEST PLAN HANDBOOK IDENTIFICATION DETAILS	6
2.1	Cover Page	6
2.2	test plan version history	6
2.3	test plan document header & footer	6
2.4	Note to the Author	7
3	INTRODUCTION	9
3.1	Purpose of The Test Plan Document	9
4	COMPATIBILITY TESTING	10
4.1	Test Risks / Issues	10
4.2	Items to be Tested / Not Tested	10
4.3	Test Approach(s)	10
4.4	Test Regulatory / Mandate Criteria	10
4.5	Test Pass / Fail Criteria	10
4.6	Test Entry / Exit Criteria	10
4.7	Test Deliverables.....	10
4.8	Test Suspension / Resumption Criteria	10
4.9	Test Environmental / Staffing / Training Needs.....	10
5	CONFORMANCE TESTING	11
5.1	Test Risks / Issues	11
5.2	Items to be Tested / Not Tested	11
5.3	Test Approach(s)	11
5.4	Test Regulatory / Mandate Criteria	11
5.5	Test Pass / Fail Criteria	11
5.6	Test Entry / Exit Criteria	11
5.7	Test Deliverables.....	11
5.8	Test Suspension / Resumption Criteria	11
5.9	Test Environmental / Staffing / Training Needs.....	11
6	FUNCTIONAL TESTING	12
6.1	Test Risks / Issues	12
6.2	Items to be Tested / Not Tested	12
6.3	Test Approach(s)	12
6.4	Test Regulatory / Mandate Criteria	12
6.5	Test Pass / Fail Criteria	12
6.6	Test Entry / Exit Criteria	12
6.7	Test Deliverables.....	12
6.8	Test Suspension / Resumption Criteria	12
6.9	Test Environmental / Staffing / Training Needs.....	12

7	LOAD TESTING	13
7.1	Test Risks / Issues	13
7.2	Items to be Tested / Not Tested	13
7.3	Test Approach(s)	13
7.4	Test Regulatory / Mandate Criteria	13
7.5	Test Pass / Fail Criteria	13
7.6	Test Entry / Exit Criteria	13
7.7	Test Deliverables.....	13
7.8	Test Suspension / Resumption Criteria	13
7.9	Test Environmental / Staffing / Training Needs.....	13
8	PERFORMANCE TESTING	14
8.1	Test Risks / Issues	14
8.2	Items to be Tested / Not Tested	14
8.3	Test Approach(s)	14
8.4	Test Regulatory / Mandate Criteria	14
8.5	Test Pass / Fail Criteria	14
8.6	Test Entry / Exit Criteria	14
8.7	Test Deliverables.....	14
8.8	Test Suspension / Resumption Criteria	14
8.9	Test Environmental / Staffing / Training Needs.....	14
9	REGRESSION TESTING.....	15
9.1	Test Risks / Issues	15
9.2	Items to be Tested / Not Tested	15
9.3	Test Approach(s)	15
9.4	Test Regulatory / Mandate Criteria	15
9.5	Test Pass / Fail Criteria	15
9.6	Test Entry / Exit Criteria	15
9.7	Test Deliverables.....	15
9.8	Test Suspension / Resumption Criteria	15
9.9	Test Environmental / Staffing / Training Needs.....	15
10	STRESS TESTING	16
10.1	Test Risks / Issues	16
10.2	Items to be Tested / Not Tested	16
10.3	Test Approach(s)	16
10.4	Test Regulatory / Mandate Criteria	16
10.5	Test Pass / Fail Criteria	16
10.6	Test Entry / Exit Criteria	16
10.7	Test Deliverables.....	16
10.8	Test Suspension / Resumption Criteria	16
10.9	Test Environmental / Staffing / Training Needs.....	16
11	SYSTEM TESTING	17
11.1	Test Risks / Issues	17

11.2	Items to be Tested / Not Tested	17
11.3	Test Approach(s)	17
11.4	Test Regulatory / Mandate Criteria	17
11.5	Test Pass / Fail Criteria	17
11.6	Test Entry / Exit Criteria	17
11.7	Test Deliverables.....	17
11.8	Test Suspension / Resumption Criteria	17
11.9	Test Environmental / Staffing / Training Needs	17
12	UNIT TESTING.....	18
12.1	Test Risks / Issues	18
12.2	Items to be Tested / Not Tested	18
12.3	Test Approach(s)	18
12.4	Test Regulatory / Mandate Criteria	18
12.5	Test Pass / Fail Criteria	18
12.6	Test Entry / Exit Criteria	18
12.7	Test Deliverables.....	18
12.8	Test Suspension / Resumption Criteria	18
12.9	Test Environmental / Staffing / Training Needs	18
13	USER ACCEPTANCE TESTING	19
13.1	Test Risks / Issues	19
13.2	Items to be Tested / Not Tested	19
13.3	Test Approach(s)	19
13.4	Test Regulatory / Mandate Criteria	19
13.5	Test Pass / Fail Criteria	19
13.6	Test Entry / Exit Criteria	19
13.7	Test Deliverables.....	19
13.8	Test Suspension / Resumption Criteria	19
13.9	Test Environmental / Staffing / Training Needs	19
14	TEST PLAN APPROVAL	20
14	APPENDIX A: REFERENCES.....	21
15	APPENDIX B: KEY TERMS	22

1 REVISION HISTORY

Date modified	Release	Prepared By	Changes made
12/2012	0.01	Ddg	Initial internal release
07/2012	0.10	Ddg	Second internal release
08/2012	0.11	Ddg	Third internal release
08/2012	1.10.00	Ddg	First Public Release
09/2012	1.20.00	Ddg	Final public release, cosmetic changes
09/2013	1.40.00	Ddg	Review Content, cosmetic changes
10/2014	1.60.00	Ddg	Review Content, cosmetic changes
11/2015	1.80.00	Ddg	Review Content, cosmetic changes
11/2016	2.20.10	Ddg	Review Content, cosmetic changes

2 PROJECT TEST PLAN HANDBOOK IDENTIFICATION DETAILS

2.1 COVER PAGE

Document has to be identified in the cover page with the following labels

<PROJECT NAME>
TEST PLAN
Version <1.0>
<DD/MM/YYYY>

2.2 TEST PLAN VERSION HISTORY

Document and test plan version history have to be identified with the following table:

VERSION HISTORY

[Provide information on how the development and distribution of the **Test Plan**, up to the final point of approval, 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	<Author name>	<dd/mm/yy>	<name>	<dd/mm/yy>	Test Plan draft

Template Version: 15/11/2015

2.3 TEST PLAN DOCUMENT HEADER & FOOTER

Each document page has to be identified with the following table in the page header and page footer:

Header

	CubelQ Limited		
	Test Plan Handbook	Page 6 of 22	
	Confidential	Gen. Release:	2.00.10

			Date: 15/11/2015
		<Project Name>	

Footer

Doc Ref: CIQ_TestPlanHandbook.V1.2.2010.EN.docx
© 2005 - 2016 CubelQ Ltd. Proprietary & Confidential information. Reproduction prohibited
Third party product names are used to identify such products and are for descriptive purposes only. Such names may be marks and/or registered marks of their respective owners.

2.4 NOTE TO THE AUTHOR**Note to the Author**

*[This document is a template of a **Test Plan** 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 (i.e., <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):*
 - a. Select File>Properties>Summary and fill in the Title field with the Document Name and the Subject field with the Project Name.*
 - b. Select File>Properties>Custom and fill in the Last Modified, Status, and Version fields with the appropriate information for this document.*
 - c. After you click OK to close the dialog box, update the fields throughout the document with these values by selecting Edit>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.]*

3 INTRODUCTION

3.1 PURPOSE OF THE TEST PLAN DOCUMENT

[Provide the purpose of the Test Plan Document. This document should be tailored to fit a particular project's needs.]

The Test Plan document documents and tracks the necessary information required to effectively define the approach to be used in the testing of the project's product. The Test Plan document is created during the Planning Phase of the project. Its intended audience is the project manager, project team, and testing team. Some portions of this document may on occasion be shared with the client/user and other stakeholder whose input/approval into the testing process is needed.

4 COMPATIBILITY TESTING

4.1 TEST RISKS / ISSUES

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

4.2 ITEMS TO BE TESTED / NOT TESTED

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

Item to Test	Test Description	Test Date	Responsibility

4.3 TEST APPROACH(S)

[Describe the overall testing approach to be used to test the project's product. Provide an outline of any planned tests.]

4.4 TEST REGULATORY / MANDATE CRITERIA

[Describe any regulations or mandates that the system must be tested against.]

4.5 TEST PASS / FAIL CRITERIA

[Describe the criteria used to determine if a test item has passed or failed its test.]

4.6 TEST ENTRY / EXIT CRITERIA

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

4.7 TEST DELIVERABLES

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

4.8 TEST SUSPENSION / RESUMPTION CRITERIA

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

4.9 TEST ENVIRONMENTAL / STAFFING / TRAINING NEEDS

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.).]

5 CONFORMANCE TESTING

5.1 TEST RISKS / ISSUES

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

5.2 ITEMS TO BE TESTED / NOT TESTED

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

Item to Test	Test Description	Test Date	Responsibility

5.3 TEST APPROACH(S)

[Describe the overall testing approach to be used to test the project's product. Provide an outline of any planned tests.]

5.4 TEST REGULATORY / MANDATE CRITERIA

[Describe any regulations or mandates that the system must be tested against.]

5.5 TEST PASS / FAIL CRITERIA

[Describe the criteria used to determine if a test item has passed or failed its test.]

5.6 TEST ENTRY / EXIT CRITERIA

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

5.7 TEST DELIVERABLES

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

5.8 TEST SUSPENSION / RESUMPTION CRITERIA

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

5.9 TEST ENVIRONMENTAL / STAFFING / TRAINING NEEDS

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.).]

6 FUNCTIONAL TESTING

6.1 TEST RISKS / ISSUES

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

6.2 ITEMS TO BE TESTED / NOT TESTED

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

Item to Test	Test Description	Test Date	Responsibility

6.3 TEST APPROACH(S)

[Describe the overall testing approach to be used to test the project's product. Provide an outline of any planned tests.]

6.4 TEST REGULATORY / MANDATE CRITERIA

[Describe any regulations or mandates that the system must be tested against.]

6.5 TEST PASS / FAIL CRITERIA

[Describe the criteria used to determine if a test item has passed or failed its test.]

6.6 TEST ENTRY / EXIT CRITERIA

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

6.7 TEST DELIVERABLES

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

6.8 TEST SUSPENSION / RESUMPTION CRITERIA

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

6.9 TEST ENVIRONMENTAL / STAFFING / TRAINING NEEDS

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.).]

7 LOAD TESTING

7.1 TEST RISKS / ISSUES

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

7.2 ITEMS TO BE TESTED / NOT TESTED

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

Item to Test	Test Description	Test Date	Responsibility

7.3 TEST APPROACH(S)

[Describe the overall testing approach to be used to test the project's product. Provide an outline of any planned tests.]

7.4 TEST REGULATORY / MANDATE CRITERIA

[Describe any regulations or mandates that the system must be tested against.]

7.5 TEST PASS / FAIL CRITERIA

[Describe the criteria used to determine if a test item has passed or failed its test.]

7.6 TEST ENTRY / EXIT CRITERIA

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

7.7 TEST DELIVERABLES

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

7.8 TEST SUSPENSION / RESUMPTION CRITERIA

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

7.9 TEST ENVIRONMENTAL / STAFFING / TRAINING NEEDS

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.).]

8 PERFORMANCE TESTING

8.1 TEST RISKS / ISSUES

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

8.2 ITEMS TO BE TESTED / NOT TESTED

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

Item to Test	Test Description	Test Date	Responsibility

8.3 TEST APPROACH(S)

[Describe the overall testing approach to be used to test the project's product. Provide an outline of any planned tests.]

8.4 TEST REGULATORY / MANDATE CRITERIA

[Describe any regulations or mandates that the system must be tested against.]

8.5 TEST PASS / FAIL CRITERIA

[Describe the criteria used to determine if a test item has passed or failed its test.]

8.6 TEST ENTRY / EXIT CRITERIA

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

8.7 TEST DELIVERABLES

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

8.8 TEST SUSPENSION / RESUMPTION CRITERIA

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

8.9 TEST ENVIRONMENTAL / STAFFING / TRAINING NEEDS

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.).]

9 REGRESSION TESTING

9.1 TEST RISKS / ISSUES

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

9.2 ITEMS TO BE TESTED / NOT TESTED

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

Item to Test	Test Description	Test Date	Responsibility

9.3 TEST APPROACH(S)

[Describe the overall testing approach to be used to test the project's product. Provide an outline of any planned tests.]

9.4 TEST REGULATORY / MANDATE CRITERIA

[Describe any regulations or mandates that the system must be tested against.]

9.5 TEST PASS / FAIL CRITERIA

[Describe the criteria used to determine if a test item has passed or failed its test.]

9.6 TEST ENTRY / EXIT CRITERIA

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

9.7 TEST DELIVERABLES

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

9.8 TEST SUSPENSION / RESUMPTION CRITERIA

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

9.9 TEST ENVIRONMENTAL / STAFFING / TRAINING NEEDS

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.).]

10 STRESS TESTING

10.1 TEST RISKS / ISSUES

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

10.2 ITEMS TO BE TESTED / NOT TESTED

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

Item to Test	Test Description	Test Date	Responsibility

10.3 TEST APPROACH(S)

[Describe the overall testing approach to be used to test the project's product. Provide an outline of any planned tests.]

10.4 TEST REGULATORY / MANDATE CRITERIA

[Describe any regulations or mandates that the system must be tested against.]

10.5 TEST PASS / FAIL CRITERIA

[Describe the criteria used to determine if a test item has passed or failed its test.]

10.6 TEST ENTRY / EXIT CRITERIA

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

10.7 TEST DELIVERABLES

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

10.8 TEST SUSPENSION / RESUMPTION CRITERIA

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

10.9 TEST ENVIRONMENTAL / STAFFING / TRAINING NEEDS

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.).]

11 SYSTEM TESTING

11.1 TEST RISKS / ISSUES

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

11.2 ITEMS TO BE TESTED / NOT TESTED

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

Item to Test	Test Description	Test Date	Responsibility

11.3 TEST APPROACH(S)

[Describe the overall testing approach to be used to test the project's product. Provide an outline of any planned tests.]

11.4 TEST REGULATORY / MANDATE CRITERIA

[Describe any regulations or mandates that the system must be tested against.]

11.5 TEST PASS / FAIL CRITERIA

[Describe the criteria used to determine if a test item has passed or failed its test.]

11.6 TEST ENTRY / EXIT CRITERIA

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

11.7 TEST DELIVERABLES

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

11.8 TEST SUSPENSION / RESUMPTION CRITERIA

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

11.9 TEST ENVIRONMENTAL / STAFFING / TRAINING NEEDS

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.).]

12 UNIT TESTING

12.1 TEST RISKS / ISSUES

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

12.2 ITEMS TO BE TESTED / NOT TESTED

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

Item to Test	Test Description	Test Date	Responsibility

12.3 TEST APPROACH(S)

[Describe the overall testing approach to be used to test the project's product. Provide an outline of any planned tests.]

12.4 TEST REGULATORY / MANDATE CRITERIA

[Describe any regulations or mandates that the system must be tested against.]

12.5 TEST PASS / FAIL CRITERIA

[Describe the criteria used to determine if a test item has passed or failed its test.]

12.6 TEST ENTRY / EXIT CRITERIA

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

12.7 TEST DELIVERABLES

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

12.8 TEST SUSPENSION / RESUMPTION CRITERIA

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

12.9 TEST ENVIRONMENTAL / STAFFING / TRAINING NEEDS

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.).]

13 USER ACCEPTANCE TESTING

13.1 TEST RISKS / ISSUES

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

13.2 ITEMS TO BE TESTED / NOT TESTED

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

Item to Test	Test Description	Test Date	Responsibility

13.3 TEST APPROACH(S)

[Describe the overall testing approach to be used to test the project's product. Provide an outline of any planned tests.]

13.4 TEST REGULATORY / MANDATE CRITERIA

[Describe any regulations or mandates that the system must be tested against.]

13.5 TEST PASS / FAIL CRITERIA

[Describe the criteria used to determine if a test item has passed or failed its test.]

13.6 TEST ENTRY / EXIT CRITERIA

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

13.7 TEST DELIVERABLES

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

13.8 TEST SUSPENSION / RESUMPTION CRITERIA

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

13.9 TEST ENVIRONMENTAL / STAFFING / TRAINING NEEDS

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.).]

14 TEST PLAN APPROVAL

The undersigned acknowledge they have reviewed the *<Project Name>* **Test Plan** document and agree with the approach it presents. Any changes to this Requirements Definition will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are required. Examples of such individuals are Business Steward, Technical Steward, and Project Manager. Add additional signature lines as necessary.]

Signature:	_____	Date:	_____
Print Name:	_____		
Title:	_____		
Role:	_____		

Signature:	_____	Date:	_____
Print Name:	_____		
Title:	_____		
Role:	_____		

Signature:	_____	Date:	_____
Print Name:	_____		
Title:	_____		
Role:	_____		

14 APPENDIX A: 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>

15 APPENDIX B: 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.

<http://www2.cdc.gov/cdcup/library/other/help.htm>

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

Term	Definition
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>

**** EOF ****