

Review and Test Plan Checklist

The Review and Test Plan (RTP) template provides guidance and template material for use by IDA projects in producing project-specific RTPs. This checklist summarises the recommended structure and contents of documents based on the template.

Sect No	Section Title	Activities
1	Review and Test Plan	<p>Introduce the plan and put it into context</p> <ul style="list-style-type: none"> • Introduction (1.1) <ul style="list-style-type: none"> • identify project to which the RTP applies • purpose of the RTP – to what part of the project lifecycle does it apply • system, sub-systems and components to be verified • verification goals • main characteristics of the system • how does the testing fit into the development methodology • summary of specific aspects of the system to be verified • special cases to be verified (e.g. software supplied externally) • standards to be used • intended readership of the RTP • Applicable and Reference Documents (1.2) • Definitions (1.3) – include or refer to external glossary
2	Verification Overview	<p>Provide an overview of the organisational, procedural and technical framework in which verification is to be undertaken</p> <ul style="list-style-type: none"> • Organisation & Processes involved (2.1) <ul style="list-style-type: none"> • roles and responsibilities • reporting channels • levels of authority for resolving problems • Master schedule (2.2) – preferably in the form of a Gantt chart • Resources summary (2.3), including <ul style="list-style-type: none"> • staff • informatics facilities • software tools • data • Techniques and methods (2.4) – address each aspect of the system that needs to be verified. E.g. functionality, system installation and housekeeping, concurrency and data integrity, volumes and performance, reliability and robustness, security.

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3	Verification administrative procedures	<p>Describe administrative procedures associated with verification activities</p> <ul style="list-style-type: none"> • Anomaly reporting and resolution (3.1) – procedure for reporting, prioritising and resolving anomalies • Task iteration policy (3.2) – criteria for deciding whether a task should be repeated when a change has been made (ensure that this is aligned with statements in contract or other specifications) • Deviation policy (3.3) <ul style="list-style-type: none"> • policy for deviating from the plan • levels of authorisation required for approval of deviations • Control procedures (3.4) – configuration management controls for outputs of reviews, proofs, tracing and testing • Standards, practices and conventions (3.5) that govern review, proof, tracing and testing tasks
4	Verification activities	<p>Define or reference procedures for review, proof, tracing and testing activities</p> <ul style="list-style-type: none"> • Tracing (4.1) – process for tracing each part of the inputs to the outputs and vice versa (Forwards and Backwards traceability) • Formal proofs (4.2) – methods and procedures (if any) for proving theorems about the behaviour of the system • Reviews (4.3) – methods and procedures for technical reviews, walkthroughs, software inspections and audits • Tests (4.4) <ul style="list-style-type: none"> • define methods and procedures used for testing • define level of testing that might be expected for each phase: unit, integration, system, acceptance
5	Test reporting	<p>Describe how the results of implementing the plan will be documented. Reports may include</p> <ul style="list-style-type: none"> • Summary Report – covers major points, including key areas where testing was successful, and where there were problems • Technical Review Report – focuses on technical issues arising during testing • Walkthrough Report – results of a visual inspection of software program code • Audit Report – an independent assessment of the extent testing covers all of the possible system operating modes • Test Report – a review of the outcomes of testing, including an assessment of the severity of faults encountered and their impact on the operational system, and the priorities in which the faults should be addressed

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	Document control	Document control, signoff and change record