**Test Plan Task Preparation**

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| Task # | Task Plan Preparation | Complete | Next Steps |
| # | Identify features to be tested  | Yes / No | <If not, describe the next steps to complete this task and/or information that helps the reader understand why this task has not been completed> |
| # | Prioritize features to be tested  | Yes / No | <Describe next steps where appropriate> |
| # | Define Test Strategy | Yes / No | <Describe next steps where appropriate> |
| # | Identify Test Tools | Yes / No | <Describe next steps where appropriate> |
| # | Identify Human Resource Requirements | Yes / No | <Describe next steps where appropriate> |
| # | Identify Technical Resource Requirements | Yes / No | <Describe next steps where appropriate> |
| # | Identify Environmental Requirements | Yes / No | <Describe next steps where appropriate> |
| # | Identify Code Control Procedures | Yes / No | <Describe next steps where appropriate> |
| # | Identify Defect Tracking Procedures | Yes / No | <Describe next steps where appropriate> |
| # | Identify Change Requests Procedures | Yes / No | <Describe next steps where appropriate> |
| # | Identify Testing Tasks/Activities/Test Preparation | Yes / No | <Describe next steps where appropriate> |
| # | Determine Entrance and Exit Criteria |  | <Describe next steps where appropriate> |
| # | Create Test Schedule |  | <Describe next steps where appropriate> |
| # | Establish Procedures for Test Execution |  | <Describe next steps where appropriate> |
| # | Identify Approvals |  | <Describe next steps where appropriate> |
| # | Identify Sign-Off Requirements |  | <Describe next steps where appropriate> |