Specification of Competency Standards
for the Testing, Inspection and Certification Industry
Unit of Competency

Functional Area - Testing Operations

Title	Devise test plans
Code	105766L5
Range	This unit of competency (UoC) covers the abilities to devise test plans by interpreting test requirements and determining test methods and resources for carrying out testing activities in laboratories or during on-site testing.
Level	5
Credit	2 （For Reference Only）
Competency	Performance Requirements 1. Possess knowledge of developing test plans • Interpret and confirm the objectives, scope of competency, deliverables, constraints and principal work activities of test request. • Determine resource requirements for developing test plans, including personnel, equipment and materials. • Analyse quality requirements to ensure compliance with quality standards of the organisation. • Develop risk management strategies and risk management plans to ensure successful and timely outcomes. 2. Devise and manage test plan • Develop a detailed implementation plan for the testing activities outlining methodology, data collection and treatment, resources and turnaround time. • Prioritise different testing activities in the test plan. • Allocate roles and responsibilities, balancing job roles and skills development opportunities. • Implement agreed time management strategies and workflow to ensure the turnaround time is met. • Apply agreed quality requirements to measure performance and outcomes. • Monitor and report progress of activities in relation to the test plan. • Work with the team to analyse and diagnose problems and determine corrective actions. • Implement agreed variations to the test plan to accommodate changing situations. 3. Exhibit professionalism • Maintain accurate records and effective communication with customers and testing team members. • Ensure test objectives are met and deliverables are provided on time.
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • analyse test requirements and devise a feasible test implementation plan by considering resources and constraints, • plan testing activities and resources, consult and communicate with team members effectively to ensure test results and conclusions are achieved within the timeframe, • monitor and evaluate the progress of testing activities.
Remark	