



## Detailed Test Plan Template

MES-PMO-TST-005

Alabama Medicaid Enterprise Systems (MES)

Contract Number: NA

Prepared for:

Alabama Medicaid Agency

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## Revision History

Version	Effective Date	Revision Owner	Description of Change
.01	02/01/2021	Deborah Hall	Initial Draft
.02	02/02/2022	Rob Ford	updated

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# 1 Introduction

The purpose of this plan template is to provide vendors a framework for use in documenting test plan details specific to each planned release. It also serves to level set Agency expectations of testing.

Vendors are required to submit a Detailed Test Plan for Agency review and approval prior to testing any planned release for their respective module.

Text contained in this document is presented in either black or red.

Black text is informational for module vendors.

**Red text** indicates module vendors are required to enter a response in the corresponding section.

## 1.1 Program Introduction

**Medicaid Enterprise Systems (MES)** – MES is the umbrella term for the Information Technology (IT) systems that support the mission of the Alabama Medicaid Agency (AMA). The MES includes, but is not limited to; the following systems:

- Alabama Medicaid Management Information System (AMMIS)
- Centralized Alabama Recipient Eligibility System (CARES)
- Electronic Visit Verification (EVV)

**Alabama MES Modernization Program (AMMP)** – AMMP is the overall effort to plan, manage, and govern a series of projects to improve and update the MES. AMMP will replace the current Alabama Medicaid Management Information System with a modernized system comprised of multiple modules and integrate them with Electronic Visit Verification and Centralized Alabama Recipient Eligibility System. The program includes the implementation of new modules such as Provider Management and Enterprise Data Warehouse (EDS) (for better reporting), and a System Integrator (SI) vendor to ensure all Medicaid Enterprise Systems modules work together.

**Medicaid Enterprise Systems Division** - A division of the Alabama Medicaid Agency's Department of Information Systems and Technology (IST). The MES division is responsible for managing the Alabama MES Modernization Program. The MES Division's primary mission is to modernize the Agency's management information systems with the goal of improving our business processes and the services we provide to Alabama's recipients and providers.

**Module** - Each AMMP module will support a unique and separate business function such as managing providers or enrolling members. The implementation and integration of the following modules will be managed as separate projects:

- Enterprise Data Services
- Provider Management
- Claims Processing and Management Services
- Electronic Visit Verification
- CARES

All modules will share and exchange data through an integration framework that will be implemented and managed by the Systems Integrator.



**Module Vendor** - The Module Vendor is the software implementation services vendor responsible for implementing a module and supporting it after implementation.

**System Integrator (SI)** - The System Integrator is a vendor-provider of the technical solutions and services that allow individual module systems to safely share information with other module systems using a common set of data and security solutions. The SI will give system users secure access to the module systems.

**Modular Electronic Visit Verification (MEVV)** - The MEVV system will support the Alabama Medicaid Home and Community-Based Services (HCBS) program, providing services to Medicaid recipients who are at risk of needing care in a nursing home, hospital, or other institution. This program allows them to receive care in a community and/or home setting. The MEVV will be implemented and supported by a module vendor.

**Enterprise Data Services (EDS) Module** - The EDW module will be a structured and centralized collection of all Medicaid data. The EDW will include reporting, business intelligence and dashboard tools to support Centers for Medicare and Medicaid Services (CMS) reporting, Alabama Medicaid Agency internal reporting and preparing data for analysis. These tools will provide reports and graphical representations of data that support Agency operations. The goal of the EDS is to provide the Agency with faster access to quality data to improve decision-making, problem resolution and ultimately improved healthcare outcomes for Medicaid recipients. The EDS module will be implemented and supported by a module vendor.

**Provider Management Module** - The Provider Management module will provide automated contracting, credentialing, and enrollment processes to help the Alabama Medicaid Agency manage providers and provider data. The Provider Management module will be implemented and supported by a module vendor.

**Claims Processing and Management Services (CPMS) Module** - The CPMS module provides automated claims processing for the Alabama Medicaid Agency. The CPMS module will also include all of the support functions necessary to operate a Medicaid claims processing system. For example, CPMS will include member management, financial management, Electronic Data Interchange (EDI) translation, third party liability, and claims processing. The CPMS module will be implemented and supported by a module vendor.

**Cohort** - A grouping of modules that will be implemented at the same time.

**Program Management Office (PMO)** – The Program Management Office falls under the Medicaid Enterprise Systems division and is responsible for the following focus areas:

- Program management support overseeing module projects, managing procurements, mitigating program / project risks and issues
- Medicaid Enterprise Architecture development and maintenance
- Requirements and Business Process Management
- Organizational Change Management

**Enterprise Quality Program (EQP)** - The Enterprise Quality Program is inclusive of the standards, regulations, best practices, sources, processes, groups and individuals purposed to produce the highest quality outcomes of products, services and customer satisfaction across the AMMP test arena in support of the quality management system for the modularity strategy. The TCOE will report directly to the EQP.

**Medicaid Enterprise Architecture (MEA)** - Medicaid Enterprise Architecture is the practice of enterprise analysis of an organization's technology, information, and business processes. MEA documents the organization's current and future-state technology, information and business processes and develops a plan to transition from the old to the new. It provides the processes and mechanisms that will assist with building and executing Alabama MES Modernization Program. MEA will assist in developing transformational strategies to bring together legacy and future-state business processes and technology in a format that focuses on desired business outcomes while supporting the transition to modern technologies.

**Requirements and Business Process Management (RBPM)** - Requirements and Business Process Management is the process of gathering and documenting business processes and requirements. RBPM supports the discovery, modeling, and analysis that ensures new automated solutions supports the business needs of the agency. The artifacts created by the RBPM team support Medicaid Enterprise Architecture MEA and will be utilized to create a roadmap to transition the Alabama Medicaid Agency from the current system state to the future system state.

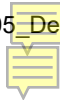
**Organizational Change Management (OCM)** - Organizational Change Management is the process of helping an organization successfully transition from current to future systems. The OCM team works to ensure the Agency and supporting workforce are prepared, trained, and equipped to work with the new systems and business processes.

**Project Portfolio Management Office (PPMO)** - The Project Portfolio Management Office is a division of the Department of Information Systems and Technology and is responsible for defining, monitoring, and enforcing the Agency's project management policies, standards, processes and procedures. The PPMO is a separate division and independent from the MES division.

**Project Quality Assurance (PQA)** – The Project Quality Assurance team is responsible for ensuring the Alabama MES Modernization Program and its projects are managed according to project management industry best practices and standards established by the Alabama Medicaid Agency Chief Information Officer and the expectations of the Centers for Medicare and Medicaid Services. The PQA team is within the Project Portfolio Management Office. The PQA team will summarize assessment results and report those results directly to the Chief Information Officer and the Alabama Medicaid Agency Executive Oversight Committee (EOC).

## 1.2 Module Introduction

Please provide a brief, high level overview of your organization and solution relative to the module you are responsible for delivering to the AMMP. Include solution types and components (ex: Software as a Service-SaaS, Platform as a Service-PaaS, and Infrastructure as a Service-IaaS):



## 1.3 Purpose

The purpose of this plan template is to provide module vendors a framework for use in documenting test plan details, specific to each planned release. It also helps in identification of testing requirements needed prior to each iteration.

Each module vendor is required to submit a completed Detailed Test Plan to the Agency for review and approval prior to conducting test activities for any planned release.

## 1.4 Scope

The completed plan contains a detailed and executable strategy for testing per scheduled release. It defines the detailed testing objective(s) and requirements specific to a particular module and release, the testing approach (who/what/when/where), test stage/environment, test conditions and pre-requisites, and the tests planned for execution.

This document template will capture:

- Module and Vendor Information
- Release Information
- Detailed Test Scope Information
- Detailed Test Requirement Analysis
- Risk Analysis
- Test Activities and Timeline
- Authorization to Proceed
- Acronyms/Glossary and Terminology

## 1.5 Referenced Deliverables and Artifacts

The following deliverables and artifacts are cited in this document by the AMMP.

- TBD - Release Schedule Plan
- TBD - Release Management Plan
- PMO-2-k Communication Plan
- COM-12-1 Status Report Template
- PMO-2-r Configuration Management and Document Plan

Please enter any additional deliverables you have referenced within your document in this section:



## 2 Module Component and Vendor Information

Please complete the following table. List all modules, components and vendors (if applicable) for subcontracted services.

Module Name (Ex. MEVV, Core)	Module Component (Ex. Application, Cloud Services)	Vendor Name

## 3 Release Information

### 3.1 Release Identification and Test Stage Schedule

Please complete the following field(s) and table:

Primary Release ID \_\_\_\_\_

Release, Sprint, Iteration, Build or Version ID	Projected Test Stage/Environment (Unit, Systems, etc)	Projected Test Start Date	Projected Test End Date

### 3.2 Release Scope – Features and Enhancements

Please complete the following table:

	Item ID	Title	Description (Feature/Enhancement)	Functional Area	Linked Requirement ID
1					
2					
3					
4					
5					
6					
7					

### 3.3 Release Scope – Bug Fixes

Please complete the following table:

	Item ID	Title	Test Case ID(s) (if applicable)	Functional Area	Requirement ID (if applicable)
1					
2					
3					
4					
5					
6					

7					
8					

## 4 Detailed Level Test Scope Information

This section will be used to list and describe features and enhancements defined as in and out of scope of testing for this release, functional and non-functional test management and planned bug validations. For information and Agency definition of functional, non-functional, in- and out-of-scope, please see **Section 10 Acronyms/Glossary/Terminology**.

### 4.1 Features and Enhancements Scope

Please provide a brief narrative description of item collections contained within this release:

### 4.2 Functional In-Scope

Please list all functional features and enhancements considered in scope for testing in the following table:

	Item ID	Title	Test Script(s) Owner	Test Suite ID	Total Number of Test Cases	Requirement ID(s)	Projected Test Stage(s) of Execution
1							
2							
3							
4							
5							
6							

### 4.3 Non-Functional In-Scope

Please list all non-functional features, enhancements or areas considered in scope for testing in the following table:

	Item ID	Title	Test Script(s) Owner	Test Suite ID	Total Number of Test Cases	Requirement ID(s)	Projected Test Stage(s) of Execution
1							
2							
3							
4							
5							
6							

### 4.4 Functional Out of Scope

Please list all functional features and enhancements considered out of scope for testing in the following table. Include the reason why the item is out of scope for testing for this release, and if known, the Release Number where the item will be considered in scope:

	Item ID	Title	Test Script Owner	Test Suite ID	Total Number of Test Cases	Requirement ID(s)	Reason for De-Scoped	Planned Release Number or Test Stage (if known)
1								
2								
3								
4								
5								

### 4.5 Non-Functional Out of Scope

Please list all non-functional features, enhancements and areas considered out of scope for testing in the following table. These should include infrastructure, functional subsets, non-functional requirements, and software modules. Specific testing activities (such as penetration tests, etc) should also be listed. Include the reason why the item is out of scope for testing for this release, and if known, the Release Number where the item will be considered in scope:

	Item ID	Title	Test Script Owner	Test Suite ID	Total Number of Test Cases	Requirement ID(s)	Reason for De-Scoped	Planned Release Number/Test Stage (if known)

1								
2								
3								
4								
5								

### 4.6 Other Test Exclusions

Please list additional elements or components of testing that are excluded from testing in this release due to other reasons:

	Item ID	Title	Test Script Owner	Test Suite ID	Total Number of Test Cases	Requirement ID(s)	Reason for Exclusion	Planned Release Number/Test Stage (if known)
1								
2								
3								
4								
5								

### 4.7 Bug Validation Planning

Please list bugs planned for validation in the following table. If applicable, include the Test Case ID(s) where bug was discovered:

	Item ID	Title	Test Owner	Test Case ID(s)	Projected Test Stage(s) of Validation
1					
2					

3					
4					
5					

## 5 Detailed Test Requirement Analysis

### 5.1 Identify Actors

Please list the user account groups/roles required for this iteration of testing:

User Group/Role Name	Description	Is New User Acct/Group? Y/N	Projected Test Stage(s) of Execution

### 5.2 Test Nomenclature

Please list naming conventions required for this release to ensure alignment with the AMMP **MES-PMO-2-r Configuration Management and Document Plan** nomenclature rules:

### 5.3 Test Data Requirements

Please describe data required for this release. Include source for the data and input process:

Data Type Description	Source	Input Process	Projected Test Stage(s)/Environment(s) of Execution


## 5.4 Test Environment Analysis

Please list known **environment** configuration needs required for testing of this release. A sample is provided for information:

Test Environment Requirement Description	Owner	Reason	Projected Test Stage(s) of Execution
<i>Update current sysdate to one year in future</i>	<i>Requester Name</i>	<i>Expedited testing needs</i>	<i>SIT</i>

## 6 Risks Analysis

Please list known or potential risks and contingency plans for testing of this release:

Risk Description	Contingency	Author/Owner




## 7 Test Activities and Timeline

Please complete the table below to indicate test assignments and assigned owners. Add additional rows/columns to capture new tasks and assignments or individual Test Stages (Levels). Owners may include team name, team group name, staff title, or individual first name/last name:

Test Task Description	Primary Owner	Secondary Owner	Projected Test Stage(s) of Execution	Projected Completion Date
Detailed Test Plan				
Release Analysis (Features, Enhancements, Fixes and Requirements)				
Detailed Test Plan Sign Off				
Requirements Traceability				
Test Environment Readiness				
Release Test Script Design				
Release Test Script Execution				
Release Bug_Defect Tracking and Bug Fix Validation				
End of Test Report Out				

## 8 Release Test Completeness

Define the criteria that determines your testing is complete. Include multiple criteria if it differs testing stage-to-testing stage:

## 9 Authorization to Proceed

This section will capture sign off required to proceed with testing efforts. Signatures indicate review and approval of this Detailed Test Plan for the defined, scheduled release.

### 9.1 Vendor Test Lead Signature

I have reviewed and approved this Detailed Test Plan.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### 9.2 Project Manager Signature

I have reviewed and approved this Detailed Test Plan.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### 9.3 MES Division Project Manager Signature

I have reviewed and approved this Detailed Test Plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 9.4 Business Subject Matter Expert (SME) Signature

I have reviewed and approved this Detailed Test Plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 9.5 AMMP Quality Manager Signature

I have reviewed and approved this Detailed Test Plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 9.6 AMMP PMO Sign Off

I have reviewed and approved this Detailed Test Plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 10 Acronyms/Glossary/Terminology

For a complete list of AMMP Acronyms and Glossary of Terms, please reference the [MES Acronyms and Glossary](#).

Please append a vendor-specific list of acronyms, terminology and definitions relative to items contained within this release.

## Appendix A. Deliverable Comment Log

Please complete the Deliverable Comment Log as part of the DED review. A sample row is found above No. 1. You may leave this sample in your completed log. All reviewers will enter one or more comments. If you have no comments, please specify "No comments" in the Comment field, include your name and your Agency Group (such as IV&V).



Project		Deliverable No.		Deliverable Title		Ver No.	Submission Date		Return Comments by		Recommendation
MES		MES-PMO-TST-005		Detailed Level Test Plan Template			03/18/2021		04/01/2021		
*Type: <b>NC</b> -Non-Compliance, <b>R</b> -Required, <b>Q</b> -Question, <b>R/C</b> -Recommendation/Cosmetic <b>Recommendation: A</b> -Accept, <b>CA</b> -Conditional Approval, <b>R</b> -Reject											
Document Information				Reviewer(s) Section				Vendor Section			
No.	Section	Page No.	Identifier	Comment	Type*	Name	Agency Group	Vendor Resolution	Resolution Date	Acceptance Date	
	1.1	3	Paragraph 2; First sentence	Enter your comment here for the Section/Page/Identifier. For example:  Missing words at the end of the sentence – add words needed to complete it.	R	First Last	IV&V	Inserted "specific text added would go here" in the paragraph	XX/XX/2020		
1.	1.5	6	1 <sup>st</sup> para	The following deliverables and artifacts are cited in this document by the AMMP.	Q	Charles Hightower	DGO	Added Del IDs	03/27/2021	4/6/2021	

Project		Deliverable No.		Deliverable Title		Ver No.	Submission Date		Return Comments by	Recommendation	
MES		MES-PMO-TST-005		Detailed Level Test Plan Template			03/18/2021		04/01/2021		
*Type: <b>NC</b> -Non-Compliance, <b>R</b> -Required, <b>Q</b> -Question, <b>R/C</b> -Recommendation/Cosmetic <b>Recommendation: A</b> -Accept, <b>CA</b> -Conditional Approval, <b>R</b> -Reject											
Document Information			Reviewer(s) Section					Vendor Section			
No.	Section	Page No.	Identifier	Comment	Type*	Name	Agency Group	Vendor Resolution	Resolution Date	Acceptance Date	
				Should any of those documents have the standard prefix of document number?							
2.	1.5	6	1 <sup>st</sup> para	If we expect (black text) the vendor to discuss these artifacts within this document, shouldn't we have other text that identifies where in this document the artifact should be discussed?	Q	Charles Hightower	DGO	That is atypical for the deliverables. I will pass your suggestion along to the PMO team for consideration.  No changes at this time.	03/27/2021	4/6/2021	
3.	10	18		Until the acronym list is provided, unable to review document for completeness.  <b>4/6/2021</b>  All other MES templates (excluding Excel spreadsheets) that I've reviewed include the standard global acronym list that satisfies the acronyms		Charles Hightower	DGO	Added the AMMP listing- we will not have the vendor list until the vendor adds content to the template	03/27/2021	See note to left 4/6/2021  Per discussion with Charles, clarified the MES global acronym/glossary is added as a section instead of an appendix as I am requesting vendors to	

Project		Deliverable No.		Deliverable Title		Ver No.	Submission Date		Return Comments by		Recommendation
MES		MES-PMO-TST-005		Detailed Level Test Plan Template			03/18/2021		04/01/2021		
*Type: <b>NC</b> -Non-Compliance, <b>R</b> -Required, <b>Q</b> -Question, <b>R/C</b> -Recommendation/Cosmetic <b>Recommendation: A</b> -Accept, <b>CA</b> -Conditional Approval, <b>R</b> -Reject											
Document Information			Reviewer(s) Section					Vendor Section			
No.	Section	Page No.	Identifier	Comment	Type*	Name	Agency Group	Vendor Resolution	Resolution Date	Acceptance Date	
				already present in the template. Examples from what's in the ready for review folder: PMO-12-1, PMO-2-w.						enter information- he suggested changing to an appendix for consistency. No action at this time. Deferred until next iteration and info is provided by vendor	
4.				3/24/21 – no comments		Andrea Cathey	PPMO/PQ A	Acknowledged	NA		
5.	4.2-4.5	9-11		Define Functional and non- functional in/out of scope  Recommend defining Functional and Non-functional under section or referring to glossary for definition	r/c	Natasha Brown	DGO	Added to Acronyms/Glossary	04/01/2021	Please see blue comment  <b>04/05/2021</b> Added reference to the glossary in sub-section 4.1 (applicable for all of Section 4) Accepted NB 4/5/21	

Project		Deliverable No.	Deliverable Title	Ver No.	Submission Date	Return Comments by	Recommendation				
MES		MES-PMO-TST-005	Detailed Level Test Plan Template		03/18/2021	04/01/2021					
*Type: <b>NC</b> -Non-Compliance, <b>R</b> -Required, <b>Q</b> -Question, <b>R/C</b> -Recommendation/Cosmetic <b>Recommendation: A</b> -Accept, <b>CA</b> -Conditional Approval, <b>R</b> -Reject											
Document Information			Reviewer(s) Section					Vendor Section			
No.	Section	Page No.	Identifier	Comment	Type*	Name	Agency Group	Vendor Resolution	Resolution Date	Acceptance Date	
6.	5.4	14		Recommend adding a column that states if test was Automatic, Manual, or both  The comment could actually be a column added to 5.3 or 5.4, with the test type it would be good to know if the test is ran automated(automation tool) or manual (human process). If not here, where would that information be documented?	R/C	Natasha Brown	DGO	Email to Natasha to clarify	04/01/2021	Please see blue comment 04/05/2021  Sections 5.3 and 5.4 are specific to test data and environment, not test case type.  At the time this template will be completed by the vendor (planning) they are required to project a total number of test cases, but not specific details on each.  We are capturing test case/step details and test type (manual/automated) at 2	



Project		Deliverable No.		Deliverable Title		Ver No.	Submission Date		Return Comments by	Recommendation	
MES		MES-PMO-TST-005		Detailed Level Test Plan Template			03/18/2021		04/01/2021		
*Type: <b>NC</b> -Non-Compliance, <b>R</b> -Required, <b>Q</b> -Question, <b>R/C</b> -Recommendation/Cosmetic <b>Recommendation: A</b> -Accept, <b>CA</b> -Conditional Approval, <b>R</b> -Reject											
Document Information			Reviewer(s) Section					Vendor Section			
No.	Section	Page No.	Identifier	Comment	Type*	Name	Agency Group	Vendor Resolution	Resolution Date	Acceptance Date	
										points in the test work flow process: Test Case Extract Test Metrics Accepted NB 4/5/21	
7.											
8.											