Levels and checkpoints

The levels for *Test process management* are typified as follows:

- **Controlled**: *Proactive management of the test process enables the fulfillment of the test assignment.*
- **Efficient**: *Managing the test process with clear authorizations makes instant adjustments possible to keep the test project on track.*
- **Optimizing**: *Lessons learned on test process management advance the effectiveness and efficiency of steering test projects to their required end result.*

Please find the checkpoints below.

Controlled
1. At the start of the test project a test plan is created. The test plan includes at least the test assignment, the test scope, the test planning, the roles and responsibilities. 2. The test plan is agreed with the principal stakeholder. 3. Each test activity is monitored and when necessary adjustments are initiated. 4. The test plan is agreed with the relevant stakeholders.
Efficient
1. (Anticipated) Deviations of the test plan are discussed with the principal stakeholder and other relevant stakeholders. 2. Adjustments to the test plan are documented. 3. The test lead has a delegated mandate for the (re-)allocation of resources.
Optimizing
1. Test process management is regularly evaluated, internally (by the test organization) and with stakeholders. 2. Lessons learned from earlier test projects are used for improving test process management.

(Source: "TPI Next, Business Driven Test Process Improvement" ISBN 9072194977)