

Test Report

<Project Name>

<Department Name>

<Version Number>

Document history

Date	Version	Author	Reviewed by	Approved by	Description
.....
.....
.....
.....

Table of contents

1. Introduction	4
1.1. Purpose	4
2. Acceptance test execution summary	5
2.1. General information	5
2.2. Comprehensive test assessment	5
2.3. Summary of results	5
2.4. Summary of activities	5
3. Readiness recommendation	6
3.1. Acceptance criteria	6
3.2. Recommendation	6
3.3. Recommendation support	6
3.4. Risks	6
4. Approvals	7
5. Additional information	8
5.1. Acronyms, abbreviations and definitions	8
5.2. Open issues and future considerations	8
5.3. References and related documents	8
6. Appendices	9
6.1. Appendix A – Test item listing	Error! Bookmark not defined.
6.2. Appendix B – Outstanding defects information	9
6.3. Appendix C – Test status summary	9
6.4. Appendix D – Deliverable sub section heading	9
6.4.1. Section heading	Error! Bookmark not defined.
6.4.2. Section heading	Error! Bookmark not defined.

1. Introduction

<Write introduction text

the introduction should include the purpose, scope, target audience, responsibilities etc.>

1.1. Purpose

<This section should indicate what time period this report is based on. Typically, an evaluation report would be done at the completion of the acceptance test stage (i.e. after all cycles have been run); however, you may create interim evaluation reports by cycle or based on elapsed time (weekly, daily, etc.)

Sample text is provided. Edit, add and revise as necessary. >

The purpose of this document is to summarise the results of the completed Acceptance test execution. As this is a summary report, all X test cycles executed as part of the acceptance test stage are included in this summary.

2. Acceptance test execution summary

<The test results may be tracked through the test Cases template. There may be multiple test logs, for each test cycle within the test stage, and individual testers may keep independent logs. It is the responsibility of the Test Manager to consolidate the information from the test logs so the report is representative of the final state of the solution under test. Identify any special requirements necessary for the execution of this procedure. These may include prerequisite procedures, special skills requirements, and special environmental requirements. >

The...

2.1. General information

<This section should summarise the general test report information, such as the Report Classification and Version Number if multiple reports have been generated for different cycles, a summary of this test evaluation, and a description of the test environment>

2.2. Comprehensive test assessment

< This section should indicate how comprehensive the Acceptance Test was, if it deviated from what was planned, and why. Use Appendix A – Test Item Listing, to provide a detailed list of all requirements or items that were tested and any relevant defects arising from those items. The Variance from Plan table should be used to provide a detailed list of all items that were supposed to be tested as part of the plan but were not tested. >

The...

2.3. Summary of results

<This section should summarise the testing and identify defect metrics and their explanation. >

2.4. Summary of activities

3. Readiness recommendation

<In this section, the Test Manager or QA Manager should provide their production readiness recommendation, if required. This recommendation should be based on the results of acceptance test execution, as well as the acceptance criteria and the extent to which the solution met these criteria. In general, production readiness reviews are documented as part of the originating work streams, such as Packaged Application or Systems Integration. However, some projects may not utilise a work stream with a documented readiness review process. In all cases, this section may be completed to make a recommendation, however in the case where a formal readiness review is planned, this section may be unnecessary. >

The...

3.1. Acceptance criteria

<Restate the client's acceptance criteria as defined in the contract in the Test Strategy, and indicate if they were met by the solution during acceptance test. The recommendation support section should discuss any missed acceptance criteria and any gaps. >

3.2. Recommendation

<Check the appropriate box >

Production Ready

Not Production Ready

3.3. Recommendation support

<Discuss the reason for the recommendation, what documentation or information was used to make the decision, and any factors that may change the decision, such as the completion of additional test cases. Be as specific and detailed as possible. >

The ...

3.4. Risks

<Discuss the risks of accepting or not accepting the recommendation. Be as specific as possible. >

The ...

4. Approvals

< Signing this section indicates that the entire report, the test results and the recommendations, have been approved. This section should list the approver's name and date for the Test Manager or each individual Test Lead who helped prepare this report. Add as many rows as necessary. >

Approvals

Test Manager:

Date:

<The following section contains possible additional paragraphs you may wish to include in your document. Use any or all of these paragraphs, or if none, then delete the entire section.>

Any of the information below may be provided in a list in the body of this document, as a reference to an appendix, or as a reference to another document.>

5. Additional information

5.1. Acronyms, abbreviations and definitions

<Provide an alphabetical listing of acronyms, abbreviations, terms and definitions needed to understand this document.>

5.2. Open issues and future considerations

<If there are known issues, risks or considerations: describe, give timeframe, possible resolution>

5.3. References and related documents

<List the title, version/publishing date of referenced documents, websites, or other relevant references. If copyrighted documents are referred to, the copyright information must be appropriately referenced.>

6. Appendices

<Appendices may be used to provide information published separately for convenient document maintenance, such as classified data, or for providing supplemental material. The main body of the document should contain at least one reference to each Appendix. Appendices are listed in alphabetical progression (A,B,C).>

6.1. Appendix A – Outstanding defects information

6.2. Appendix B – Test status summary

Feature/Area Status Summary

This section may be copied from TMP_testScriptsandLog.xls. It is intended to provide a quick summary of the test stage.

Test Cycle	Feature/ Area/ Requirement	# Total Test Cases	# Run Test Cases	% Test Cases Run	# Passed 1st Time	% Passed 1st Time	# Total Passed	% Passed	# Total Failed	% Failed

6.3. Appendix C – Detail test result including Test Execution logs, screenshot and script to be attached here

<Mandatory>