<Date>

**Version <X.x>**

**NOTES TO THE AUTHOR/TEMPLATE INSTRUCTIONS**

This template includes instructions and boilerplate text for this document. The author should note that:

Each section provides instructions or describes the intent, assumptions, and context for content included in that section. Instructional text appears in *blue italicized text* throughout this template.

Replace instructional text in each section with project specific information.

Use or modify boilerplate examples of wording and formats for text and tables as appropriate.

Search and replace all text enclosed in angle brackets - < > - with project specific information (e.g., <Project Name> or <Project Acronym>.

Follow these steps when using this template:

1. All documents must be compliant with Section 508 requirements. Refer to [FNS 504-508 Compliance Reference Library](https://fncspro.usda.net/offices/oit/Documents/Forms/AllItems.aspx?RootFolder=%2Foffices%2Foit%2FDocuments%2F504%2D508%20Compliance%20%2D%20Accessibility&View=%7BB47848DF%2D6059%2D4D43%2DAB0C%2D8ECEDC92AD4C%7D) or [Section508.gov](https://section508.gov/) for more information.
2. Modify any boilerplate text, as appropriate, for your specific project.
3. Use Styles for new sections such as Heading 1, Heading 2 and Std Para.
4. Place Table captions and descriptions *above* the table and centered. All tables must have an associated tag providing appropriate alternative text for Section 508 compliance.
5. Place Figure captions and descriptions *below* the figure and centered. All figures must have an associated tag providing appropriate alternative text for Section 508 compliance.
6. Update the Table of Contents and any List of Tables or List of Figures by right-clicking it and selecting Update field / Update entire table.
7. Delete this “Notes to the Author/Template Instructions” page and all instructional text to the author before finalizing the draft of the document.

**SDLC TEMPLATE REVISION HISTORY**

| **VERSION** | **DATE** | **CHANGE DESCRIPTION** |
| --- | --- | --- |
| 1.0 | 03/18/2013 | Created the document |
| 1.1 | 09/09/2013 | Re-formatted the document. |
| 1.2 | 04/05/2017 | Updated the document to reflect changes |
| 1.3 | 10/13/2020 | Updated to reflect new FNS Agile SDLC processes and comply with Section 508 standards. |

**SDLC TEMPLATE CONTACT INFORMATION**

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**DOCUMENT REVISION HISTORY**

| **VERSION** | **DATE** | **AUTHOR** | **CHANGE DESCRIPTION** |
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| x.x |  |  |  |
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| x.x |  |  |  |

List the relevant area of responsibility, contact person and email address for this document.

**CONTACT INFORMATION**

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List the acronym reference and definition or description for each acronym contained in this document.

**ACRONYM LIST**

| **REFERENCE** | **DEFINITION** |
| --- | --- |
| FNS | Food and Nutrition Service |
| OIT | Office of Information Technology |
| POC | Point of Contact |
| SDLC | Systems Development Lifecycle |
| TAR | Test Analysis Report |
| UAT | User Acceptance Test |
| USDA | United States Department of Agriculture |

# Introduction

The Test Analysis Report (TAR) records results of the <System, User Acceptance Testing (UAT)> tests, presenting the capabilities and deficiencies for review as well as recommendation for progression to the next Systems Development Lifecycle (SDLC) phase.

## Purpose

Describe the purpose of the Test Analysis Report.

## Scope

Describe the scope of the Test Analysis Report as it relates to the project.

## System Overview

Identify the system by its official title. Also indicate acronym or short name if applicable. Describe the system in narrative form using non-technical terms. Enter the name of the sponsor organization that initiated and is champion of this effort.

## Points of Contact

Identify the key points of contact involved in the system development project, including project sponsors, user organizations, development organizations, support organizations, and certifying organizations. For each individual, provide the name, title, organization, e-mail address, and telephone number, as shown in the below table.

The following table provides the key points of contact involved in the system development project, including <project sponsors, user organizations, development organizations, support organizations, and certifying organizations>.

Table 1: Points of Contact

| **Name** | **Title** | **Organization** | **E-mail** | **Telephone Number** |
| --- | --- | --- | --- | --- |
| POC 1 |  |  |  |  |
| POC 2 |  |  |  |  |
| POC 3 |  |  |  |  |

## Document References

Insert the name, version number, description, and physical location of any documents that are sources or references for this document. Add rows to the table as necessary.

The following table summarizes the documents referenced in this Test Analysis Report.

| **Document Name** | **Description** | **Location** |
| --- | --- | --- |
| Document Name and Version Number | Document description | URL or Network path where document is located |
| Document 2 |  |  |
| Document 3 |  |  |

# Test Summary

Provide a high-level description of the test details such as the test start/end dates, any tools used for defect reporting, and the number of builds released for testing. In the table below, provide the test case/script information for each test case, mapped to the requirements/user story, summary of test case, and the results of the test (pass or fail).

Ensure you provide test cases/scripts to address any project specific Section 508 compliancy requirements.

The Test Summary table provides the test cases mapped to the requirement/user story, along with a summary of the test case and the results of the testing.

Table 2 - Test Summary

| **Test Case ID** | **Requirement /User Story ID** | **Summary** | **Test Result** |
| --- | --- | --- | --- |
| Provide Test case ID. | Provide requirement / user story number. | Provide Test Case summary. | Indicate whether the test case passed or failed. |
| Test Case 1 |  |  |  |
| Test Case 2 |  |  |  |

# Testing defect/Problem Report

Prepare the defect report for each defect identified during testing. If you track the Testing Defects/Problem Report within an Excel spreadsheet, insert the file after the table caption and delete the table.

The Testing Defect/Problem Report table below identifies each defect identified during testing.

Table 3 - Testing Defect/Problem Report

| **Defect ID** | **Defect Title** | **Testing Environment** | **Iteration** | **Priority** | **Defect Description** | **Reqs/User Story ID** | **Comments/ Attachments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Insert unique ID for the error. | Insert a unique title for the issue or problem including the test case title and step. | State the environment where testing is performed.  For example, Integration (Integ), Chrome, Safari, etc. | Insert iteration number. | Insert priority of the issue.  High  Medium  Low | Insert a description of the issue or problem encountered. Provide as much information as possible (page, keystrokes, previous actions, name of user, content issue, or error message). Print screens when possible. | Insert the requirements or user stories affected. | Provide any additional information that would be helpful, including applicable attachments. |
| FY21R1-10 | Export, Change (Cells) to Number Type Format | Integ | Release 2 | Major | When I Export the data on the widget and open Excel and click on Enable editing, numbers show up as text fields. The cells need to be Number Format. | FY21R1-59 | Refer to Jira |

# Defect Log

Prepare the defect log for each defect identified during testing and track through defect resolution and retesting.

The Defect Log table below identifies each defect identified during testing.

Table 4 - Defect Log

| **Defect Identification** | **Test Information** | **Defect Resolution** | **Approval** |
| --- | --- | --- | --- |

| **Defect ID** | **Status of Defect** | **Test Case ID** | **Tester** | **Date** | **Application Developer** | **Resolution** | **Resolved Date** | **Re-Tester** | **Retest Date** | **Approved Date** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Insert defect number. | Select status of the defect:  Opened Assigned Resolved Closed | Insert test case number. | Insert the name of the tester. | MM/DD/YY | Insert the name of the developer. | Provide defect resolution plan or the action plan. | Enter defect resolution date in MM/DD/YY format. | Insert the name of the re-tester. | Enter Re-test date in MM/DD/YY format. | Enter the date on which the defect is marked as resolved. |
| FY21R2-234 | Closed | FY21R2-24 | JDoe | 10/30/20 | WThis | Fix | 11/5/20 | FAstaire | 11/10/20 | 11/13/20 |
| 1 |  |  |  |  |  |  |  |  |  |  |

# readiness RECOMMENDATION

This section provides a recommendation regarding the readiness of the system to progress to the next phase of testing, or implementation. Possible recommendations include:

* *Full acceptance: Can only be recommended if the system meets all functional requirements without any outstanding deficiencies*
* *Full acceptance with modifications implemented in a future release: If there are outstanding remaining deficiencies listed in the TAR, provide a rational for why a system that does not meet functional requirements should proceed*
* *Partial acceptance: Provide a list of what portions of the system are acceptable*
* *Rejection: Document what the development team must do to make the system acceptable*

# Appendices and Attachments

Add an appendix or attachment at the end of a template to supplement the document, usually for reference. An attachment generally is a separate document used for additional information, reference, or output to supplement the document. Use this header for appendices and the following header for attachments.

# Attachment A – Additional reference / information

<Insert Link to Object if applicable>