**Team id : PNT2022TMID46283** 

Date: 15 November 2022

# **UAT Execution and report** submission

The information that needs to be a part of an individual's "Daily Status Report" is:

- What did you do today?
- What are you planning to do tomorrow? Did you face any issues during your day? If yes, how did you resolve them or are they still open?
- Do you need any inputs for tomorrow? If yes, from whom and what are they?

The recipient of this Email/Report is generally the

manager, also the team members can be CC'ed in some cases - this depends on the communication protocol the team follows.

#### **Test Reports**

Now, it's time to get specific and learn all about the reports that Testing/QA teams send.

It is also not uncommon to have a Status meeting every day (or week) to present the QA team's status to the concerned parties.

#### Hence, the mode of a Status Report can be:

- Email/document
- Meeting/presentation
- Both daily email and weekly meeting or so.

#### **Test Execution Status Report**

#### Daily/Weekly Test Execution Report:

### What is it? Generally, this is a

communication sent out to establish transparency to the QA team's activities of the day during the Test cycle - includes both Defect information and Test case run information.

What does a Test Execution Status Report contain? – 10 points

1. Number of Test cases planned for that day 2. Number of Test cases executed - that day 3. Number of Test cases executed overall 4. Number of Defects encountered that day/and their respective states 5. Number of Defects encountered so

far/and their respective states 6. Number of critical Defects- still

open 7. Environment downtimes – if any 8. Showstoppers – if any 9. Attachment of the test execution

## sheet / Link to the Test Management tool where the test

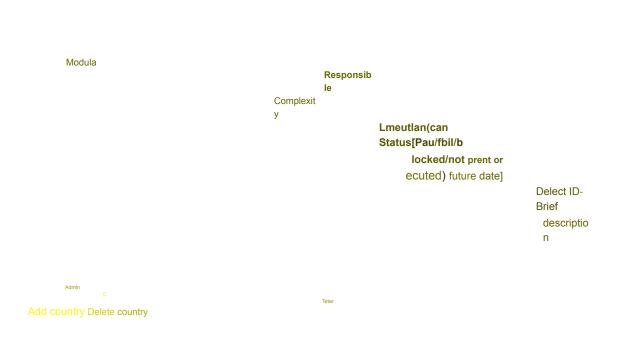
cases are placed 10. Attachment to the Bug report/link to

the Defect/Test /Management tool used for incident management

**Sample Status Report** 

## **QA Testing Status Report:**

Following these guidelines, we arriv the below Status Report.



Verily that display Medium

For the convenience of our readers, have included 3 sheets conveying

different levels of information that can convey.

**Sheet** 1 – is a summary of the over status of the project. **Sheet** 2 – is more about the individetail of the Test case status. **Sheet** 3 – is a sample Bug report.