

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 arrive the below Status Report.

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Responsib
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Lmeutlan(can
Status[Pau/fbil/b
locked/not prent or
ecuted) future date]

Select ID-
Brief
description

Add country Delete country

Admin C Teter

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 indivi detail of the Test case status. **Sheet 3** — is a sample Bug report.