



... title of report ...

Test report template

This doc is following steps from [A Simple 12 Steps Guide to Write an Effective Test Summary Report](#). Keep what **is needed** and throw the rest.

Purpose of the document

Short description about the objective of preparing the document

Application overview

Brief description about the application tested

Testing Scope

This section explains about the functions or modules in scope & out of scope for testing; Any items which are not tested due to any constraints, dependencies or restrictions.

In scope

List of functionalities tested

Out of scope

E.g. performance tests are not executed

Items not tested

E.g. not tested caused by technical limitations

Metrics

- *saved metrics about systems on which tests are run*
- *test results of test modules*
- *code coverage*
- *untested issues*

Types of tests

Describe the various types of Testing performed for the Project. This will make sure the application is being tested properly through testing types agreed as per Test Strategy. Note: If several rounds of Testing were done, the details can also be included here.

Smoke test

This testing was done whenever a Build is received (deployed into Test environment) for Testing to make sure the major functionality are working fine, Build can be accepted and Testing can start.

System integration tests

- *This is the Testing performed on the Application under test, to verify the entire application works as per the requirements.*

- *Critical Business scenarios were tested to make sure important functionality in the application works as intended without any errors.*

Regression tests

- *Regression testing was performed each time a new build is deployed for testing which contains defect fixes and new enhancements, if any.*
- *Regression Testing is being done on the entire application and not just the new functionality and Defect fixes.*
- *This testing ensures that existing functionality works fine after defect fix and new enhancements are added to the existing application.*
- *Test cases for new functionality are added to the existing test cases and executed.*

Test Environment and tools

Provide details on Test Environment in which the Testing is carried out. Server, Database, Application URL etc. If any Tools were used like Quality Center (now HP ALM) for logging defects

Lessons learned

This section is used to describe the critical issues faced and their solutions (how they were solved during the Testing). Lessons learnt will help to make proactive decisions during the next Testing engagement, by avoiding these mistakes or finding a suitable workaround

Recommendations

Any workaround or suggestions can be mentioned here

Best practices

There will be lot of activities done by the Testing team during the project. Some of them could have saved time, some proved to be a good & efficient way to work, etc. These can be documented as a 'Value Add' to show case to the Stakeholders]]
Exit criteria] \$p [\$i [Exit Criteria is defined as a Completion of Testing by fulfilling certain conditions like
a) All planned test cases are executed; b) All Critical defects are Closed etc.

Conclusion or Sign off

This section will mention whether the Testing team agrees and gives a Green signal for the application to 'Go Live' or not, after the Exit Criteria was met. If the application does not meet the Exit Criteria, then it can be mentioned as - The application is not suggested to 'Go Live'. It will be left with the decision of Senior Management and Client and other Stakeholders involved to take the call on whether the application can 'Go Live' or not.

Definitions, Acronyms, and Abbreviations

This section mentions the meanings of Abbreviated terms used in this document and any other new definitions