**Test Charter**

**ID:** The unique ID.

**Charter name:** The name of the charter, which is a sentence, describing what will be explored.

**Mission:** Thesentence summary of what the session is designed to accomplish.

**Areas:** The list of covered areas. Each entry in this section should be on its own line.

**Test Environment & URL:** The test environment.

**Start date & time:** The start date and time.

**Tester name:** The tester’s name.

**Duration:** A fixed time period for the session without any interruption. The duration should be between 45 minutes and 2 hours:

Short (30-60 mins)

Normal (60-90 mins)

Long (90-120 mins)

Note: The duration doesn’t include bugs reporting. Report all bugs after the session.

**Testing Notes:** Step by step “journal” of the exploratory test. The format for this is a sentence describing what actions were taken when testing, followed by bullets to describe the observations and steps performed to complete the action described. Keep them short.

**Data files:** Any data that was gathered during the test, such as screen recordings, screen shots, logs and so on.

**Bugs:** The list of all bugs found during the session**.** Each numbered bug should be described in one sentences including Tracker ID <hyperlink> & Title.