



Test Plan Review Form

Phase 3: Presentation

The purpose of this form is to acknowledge your receipt and approval of the document listed below. Please review the document and return this form along with any comments to the writer by the specified due date.

Document: _____	Version/Release: _____
Reviewer: _____	Date Received: _____
Return To: _____	Due Date: _____

Problem Statements

Presentation problem statements address items related to grammar, usability, and style. The problem statements defined in this section are verified by the Technical Publications department.

Presentation Checklist

General presentation

- ☐ The most recent version of the documentation template is used to format the document.
- ☐ The document name is correct on the documentation cover, the back of the cover, in the Preface, and on all even-numbered pages.
- ☐ The chapter and appendix footers are correct on all odd-numbered pages.
- ☐ The document release number is correct on the documentation cover.
- ☐ The disclaimer shared file located on the back of the cover is current.
- ☐ The month and year located on the back of the cover are correct.
- ☐ There are no “illegal” blank pages within the document; that is, the document does not include blank pages that are consecutive or appear on the left page.

Grammar and usage

- ☐ The document is free of spelling errors.
- ☐ Proper grammar and sentence structure is used throughout the document.
- ☐ Sentence structure facilitates easy reading.
- ☐ Headings are consistent and descriptive.

Table of Contents, Index, and Glossary

- ☐ The chapter numbers and appendix letters are correct and appear in the left side head of the Contents page.
- ☐ The Table of Contents is complete; that is, it includes all appropriate section headings, chapter headings, and appendix headings. (spot check)
- ☐ The Table of Contents does not include blank entries.
- ☐ Entries in the index are not repeated, are not blank, and do not include broken references.
- ☐ Subentries are grammatically connected to the parent entry.
- ☐ Single subentries do not exist.



Reviewer Notes

Lined area for reviewer notes, containing horizontal lines for writing.



Reviewer Approval

- ☐ **I approve** I agree that this document is ready for release.
- ☐ **I approve pending changes** I agree that once the changes listed in the *Reviewer Notes* section have been made the document is ready for release.
- ☐ **I do not approve** I do not agree that this document is ready for release. I would like to discuss revisions with the writer and review an updated copy.

Reviewer's Signature

Approval Date