



Test Plan Review Form

Phase 1: Validation

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

Problem statements regarding validity are specific to each document. These problem statements should be validated by those who have contributed to the document. During this phase, reviewers should review the entire document for technical correctness. The following checklist provides a few guidelines.

Validation Checklist

- ☐ Technical information is complete and correct.
 - ☐ Unnecessary technical information is absent. (This includes proprietary information and information that is redundant or useless to the user.)
 - ☐ Procedures list the necessary steps to complete the specified task.
 - ☐ If applicable, glossary terms are correct and applicable to the content of the document.
 - ☐ Marketing messages and terminology are current and correct.
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Reviewer Notes

Lined area for reviewer notes, containing horizontal lines and a faint watermark reading "www.jaradawens.com".



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