Test summary report

**VERSION 1.0**

DOCUMENT HISTORY

| **DOCUMENT APPROVAL HISTORY** | |
| --- | --- |
| Prepared By |  |
| Reviewed By |  |
| Approved By | *<< The designated responsible person(s) specified in the organization’s test policy and strategies or project approves the document. Typically, the Test Manager is the designated approver. Insert name(s) here and have them sign it. >>* |

| **DOCUMENT REVISION HISTORY** | | | |
| --- | --- | --- | --- |
| Date | Document Version | Revision Description | Author |
|  | 1.0 | Initial Version |  |
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Introduction about the test summary

Test Summary Report for << Project Name >>

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| --- | --- | --- |
| **GENERAL INFORMATION** | | |
| **Test Level: *[Select the Test Summary Report Test Level.]* Summary Date: *<< MM/DD/YY >>***  Unit  Integration  System  Performance  Acceptance  ☐ Other ***<< Specify Test Level >>*** | | |
| **Application:**  ***[Specify the System or Function Under Test]*** | | **Build, Version/Revision Number:**  ***[Specify the Build Number and Version Number/ Revision Number for the System or Function***  ***Under Test.]*** |
| **SUMMARY** | | |
| **TEST PERFORMED** | * ***[Describe the high level scope of the project’s test activities (e.g., functions, features, systems, subsystems), test approach taken, and identify and evaluate the test items that were tested*** * ***Document any pertinent test document references such as the test case, test log, and incidents]*** | |
| **DEVIATION (VARIANCES) & RESIDUAL RISK** | * ***[Describe any variances or changes from the planned test as specified in the Master Test Plan (e.g., test items from the test cases)*** * ***Describe the reason for the variance*** * ***Document residual risk to address the mitigation plans for the deviation (e.g., special release to fix outstanding issues)*** * ***If this section does not apply, enter N/A.]***   *Example: Additional test cases are needed to increase test coverage due to problems encountered while executing tests for system functionality XYZ.* | |
| **TEST COMPLETION EVALUATION** | * ***[Specify the extent of how testing met the specified test completion criteria against the Master Test Plan and explain what criteria was not met*** * ***Provide an overall assessment of the test conducted including the depth and breadth of the testing process based upon the system test documents, test plan, test cases, and incidents*** * ***Document any testing inclusion and/or exclusion and the reason for the inclusion and/or exclusion (e.g., features not covered or tested)*** * ***Document any assumptions and/or limitations encountered during testing.]*** | |
| **FACTORS THAT BLOCKED PROGRESS** | * ***[Specify the factors which delayed or impeded the progress of the testing*** * ***If this section does not apply, enter N/A.]***   *Example: The scheduled Cycle 1 testing extended beyond the planned completion date due to test resource absences.* | |
| **TEST MEASURES** | * ***[Specify the measures applied to track the test progress and status.*** *Example: Measurements on Test Cases, Defects, Incidents, Test Coverage, Activity Progress, Test Effectiveness, and Resource Consumption* * ***Document detailed test measurement using the charts in the Appendix]*** | |
| **TEST DELIVERABLES & REUSABLE ASSETS** | * ***[Specify the test deliverables and artifacts produced as a result of the test effort*** * ***Indicate the reusable assets and storage location for easy accessibility]*** | |
| **LESSON LEARNED** | * ***[After collectively meeting with the team to reflect on the completion of the test efforts, specify testing strengths and opportunities for improvement from a project, product, and process perspective]*** | |
| **FINAL RECOMMENDATION** | * ***[Summarize the final recommendation of the application readiness to the next Test Level taking into consideration the Test Level’s entrance and exit criteria (e.g., System Test to Acceptance, Acceptance Test to Production).*** * ***Consider all section results when providing the final recommendation: Test Performed, Deviation (variances), Risk Mitigation, Test Completion Evaluation, Factors that Blocked Progress, Test Measures (e.g., Defects), Test Deliverables and Reusable Assets, and Lessons Learned]***   Test Phase Completion Approved  Test Phase Completion Approved Conditionally Explanation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Test Phase Completion Disapproved  Explanation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

| **APPROVALS** | | |
| --- | --- | --- |
| NAME/TITLE | SIGNATURE | DATE |
| *<<Test Manager>>* |  |  |
| *<< Test Engineer >>* |  |  |
|  |  |  |
| *<< Business Manager >>*  *<< Joseph Doe, Technical Manager>>* | *<<Signature>>* |  |

test measure examples

*The table below summarizes the overall test results for the builds that were tested for* ***<< software under test >>*** *during* ***<< time period >>***.

| *Builds/*  *Build Date* | *Total Designed Test Cases* | *Total Test Cases Executed* | *No. Of Test Cases Passed* | *% Of Passed Test Cases* | *No. Of Test Cases Failed* | *% Of Failed Test Cases* | *No. Of No Test Or Stopped Test Cases1* | *% Of Stopped Test Cases* | *Defects Found* |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Final Build*  *<< Date >>* |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

***[The table below documents the test cases that were not tested or stopped and the reasons why the test cases were not executed. The test case ID and Description entries below should reflect a detailed account of the number of “No Test or Stopped Test Cases” as specified in the Test Effort Summary table above.***

***Specify the Test Case ID, brief description, and the reason why the test case was not tested or stopped.]***

| *Test Case ID and Description* | *Reason Not Tested Or Stopped* |
| --- | --- |
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***Test Coverage***

*The table summarizes the test coverage criterion used in determining the testing of systems, subsystems, logic, functions, or features. If the project is using a tool, use the tool’s reporting capabilities to report the test coverage. Otherwise, a Test Coverage Matrix could be created using either Excel or Word. Additionally, a Requirements Test Coverage Matrix template may be used to track and report requirements coverage.*

| ***Test Coverage***  ***(e.g., Logic, Function, Feature)2*** | ***Prioritization***  ***(e.g., High, Medium, Low)*** | ***No. Of Possible Test Cases*** | ***Actual No. Of Test Cases*** | ***% Test Coverage*** |
| --- | --- | --- | --- | --- |
| *Requirement 1* |  |  |  |  |
| *Requirement 2* |  |  |  |  |
| *Requirement n* |  |  |  |  |
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***Defect Report***

*This table provides a high level overview of the application quality in terms of defect quantities, types, severity level, and final state. The defect quantities should be compared to the exit criteria as stated in the Master Test Plan or level test plan to verify whether the number of defects by type and severity level are appropriate.*

*Note: The Severity Level of Defect values (e.g., Critical, Major, Average, Minor) are examples and may vary depending on the project. The appropriate severity level categories for the project should be inserted in the “Severity Level of Defect” column.*

*If a Defect Tracking System tool is available, generate the graphical reports and paste the information here.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Severity Level Of Defect*** | ***Total No. Of Defects Found In The Test Level*** | ***Total No. Of Defects Closed At The End Of The Test Level*** | ***Total No. Of Defects Open At The End Of The Test Level 3*** | ***Describe Impact To Application Of Postponed Function*** |
| *Critical* |  |  |  |  |
| *Major* |  |  |  |  |
| *Average* |  |  |  |  |
| *Minor* |  |  |  |  |