Email Communication:

**KT completion Thanks Email to team member**

To: Mrunali Sharma (KT Given Person Name)

CC: Testing Team, Testing Lead, PM, SPM, DM (Optional)

BCC: Don’t use (Only PM)

**Subject : KT Overview (Project KT Overview)**

**Email Body**

Hi Mrunali,

Thanks for sharing nice and useful information of project.

During this KT Overview period, we have covered below functionalities

1. Complete Project overview.
2. Overall functionalities about the project.
3. OSS-BSS Suite system information.
4. Sibel CRM downstream application
5. Tools like Power Bi , Informatica power center.
6. All the requirements with their functionalities.

Thanks once again and will connect if any further information is required.

Thanks & regards,

Praveen Patil

Test Analyst

EDW BOM

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**Corporate Email Communication**

**To :**  TL, PM, SPM, DM

**CC:** Test Team

**BCC : Never use**

If we miss someone to add into that email chain then we can add him by clicking reply all button and add

++ @Navin Kumar

**Subject: Test\_Report\_SIT/IAT/UAT\_R1.0\_BT\_EDW\_14 JUNE 2023.**

**Email Body**

**Always starts with Hi and Name**

Hi Nimesh,

It should be always Verdana(Text Style) – Size – 11/10

Calibri (Text Style) – Size – 11/10

Color should be : black / light blue

Reply : blue (Navy blue)

Issue is critical in replay mark that sentence by RED color

Whenever we start email then use some kind words

Please

I hope this email finds you well.

I hope you are doing well.

I hope this email brings smile to your face

I hope your off to fantastic start this week

I hope you are enjoying a wonderful day.

I hope your having productive week so far ,

If we want ask excuse or sorry to regarding any issues then we must start email body with word

Apologies !!

**Standard Formats in email body**

**PFA :** Please Find Attachment.

**EOD :** End of the day.

**FYI :** For your information

**COB :** Close of business

**ASAP :** As soon As Possible

**ETA :** Estimated Time of arrival or Estimated time of Action.

**OOO :** Out of Office.

**POC :** point of contact.

**SME :**Subject Matter Expert

**TBD :** To be determined (Requirement is pending and will provide later)

**TBC :** To be confirmed

**NRN:** No Reply Necessary

**IMHO:** In my humble opinion – used to express personal opinion.

**FYA:** For your Action

**AFAIK:** As far as I Know

**BAU :** Business As usual

Thanks for understanding!!

Thanks in advance.

Thank you

Thanks & Regards/ Regards

Signature:

Name/ Company / Building / Team/ Project Name / Contact No/ Email

Praveen Patil

Hinjewadi Phase-I ODC 10 floor 5

SIT Caliibra\_EDW

[Praveen.Patil@IBM.com](mailto:Praveen.Patil@IBM.com)

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**Testing Report Status Emails**

**DSR**

**To:** PM, Other stack holders(Client), SPM,DM

**CC:** Team members , TL

**Subject: Daily\_Status\_Report\_R1.0\_SIT\_BT\_14 JUN 2023**

Hi Team,

Please find below DSR report of **R1.0\_SIT\_BT\_14 JUN 2023.**

Please find below statics of test planning / Test Execution

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Team | Total Number of Test Cases | Execution Completed | % of execution completed | Number of test case passed | No of test case failed | Test case Not run | Total number of defects found |
| SIT | 1000 | 75 | 7.5% | 55 | 20 | 925 | 7 |

**The above table prepared in excel sheet**

**Please let us know if any concern or required any further information.**

**Thank you.**

**Regards,**

Praveen Patil

Hinjewadi Phase-I ODC 10 floor 5

SIT Caliibra\_EDW

[Praveen.Patil@IBM.com](mailto:Praveen.Patil@IBM.com)

**WSR**

**To:** PM, Other stack holders(Client), SPM,DM

**CC:** Team members , TL

**Subject: Weekly\_Status\_Report\_R1.0\_SIT\_BT\_16 JUN 2023**

Hi Team,

PFA of WSR report of **R1.0\_SIT\_BT\_16 JUN 2023.**

Please find attached WSR for the period of 12th June to 16th June, Please let us know if any concern.

Attach excel sheet format.

**Thank you.**

**Regards,**

Praveen Patil

Hinjewadi Phase-I ODC 10 floor 5

SIT Caliibra\_EDW

[Praveen.Patil@IBM.com](mailto:Praveen.Patil@IBM.com)

**RAG Report**

Main objective of this report is to define status of the project.

If everything is ‘**OK**’ then Color should be GREEN

If Nothing is ‘**OK**’ then Color should be RED

Neither -ve or +ve status then color should be AMBER

**Business Unit Report**