

*<Insert company logo>*

# Test Item Transmittal Report

*< Enter the test project title. The test project title should be the same as being written in the Test Plan>*

*<Enter the version of this test item transmittal report document>*



|                                 |   |  |
|---------------------------------|---|--|
| Project Title : <project title> |   | <University / Company Logo><br><University / Company Name> |
| Date : dd/mm/yyyy               | Test Item Transmittal Report ID :<br>Insert ID of document (also include version of document) |  |

## Document Control

|                         |   |
|-------------------------|---|
| <b>Document Name</b>    | <i>Specify the document name here</i>   |
| <b>Reference Number</b> | <i>Specify the reference number or ID. It shall be unique for easier identification</i> |
| <b>Version</b>          | <i>Specify the version of this document</i>   |
| <b>Project Code</b>     | <i>Specify the project code. It must be aligned for all documents</i>                   |
| <b>Status</b>           | <i>Specify the status whether it is in-use or history</i>                               |
| <b>Date Released</b>    | <i>Date of this document approved to be used</i>  |

| Name  | Position   | Signature |
|---|--|-----------|
| <i>Specify the name of author of this document</i>  | <i>Specify position of the author</i>                                  |           |
| <i>Specify the name other peoples who are responsible for this document. He/she can be the reviewer or approver of this document. Example as below:</i> | <i>State the position of the person. Example: Reviewer or approver</i> |           |
| Prepared By:  |  |           |
| Reviewed By:  |  |           |
| Approved By:  |  |           |
| Approved By:<br><Client>  |  |           |



|                                 |   |  |
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## Version History

| Version   | Release Date                            | Section  | Amendments   |
|---|---|--|--|
| <i>Starting with version 1 for first release (i.e. 1.0.0)</i>                                 | <i>Date of release for this version</i> |  |  |
| <i>Version of next document release (i.e. 1.0.1 for minor change, 2.0.0 for major change)</i> |   | <i>Name and signature of person who prepare the update</i> | <i>Specify what has been changed for this version up</i> |

## Distribution List

| Version | Release Date | Controlled Copy No | Recipient Name | Department | Issue Date | Return Date |
|---------|--------------|--------------------|----------------|------------|------------|-------------|
|         |              |                    |                |            |            |             |



|                                 |  |  |
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## 1.0 Transmitted Items

*Specify the test items that have been transmitted to test team as per table below:*

| Version                                    | Name   | Reference   | People Responsible  |
|--|--|---|---|
| <i>Specify version of transmittal item</i> | <i>Specify name of transmittal item</i>                | <i>Specify version and section of Test Plan relating to the transmitted item and reference ID for each transmitted items.</i> | <i>Specify name of people who is responsible of accepting and managing transmitted item</i> |
| <i>Example: V 1.2.1</i>                    | <i>Example: System Requirement Specification (SRS)</i> | <i>Example: Prod_SRS_V1.0.pdf (in reference to Test Plan V1.0.0 section 2.1)</i>  | <i>ABC Test Team</i>  |

**Table 1.0 Test Transmittal Items**



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|                                 |   |  |
|---------------------------------|---|--|
| Project Title : <project title> |   | <University / Company Logo><br><University / Company Name> |
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## 2.0 Location

Specify the storage location of the test item so that it can be easily and correctly retrieved by test team members.

| Transmittal Item         | Item Location   | Link to Item (if applicable)  |
|--------------------------|---|---|
| <i>Test Item name</i>    | <i>Specify location of where the transmitted item being stored and the media being used</i> | <i>How to get to the location of transmitted item.</i>                              |
| <i>ATMS_SRS_1.0.docx</i> | <i>Example: Project Folder, softcopy PDF</i>  | <i>Example: URL to project folder: ../Project A/Test Item Transmittal/SRSv1.2.1</i> |

**Table 2.0 Transmittal Item Location**



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|                                 |   |  |
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## 3.0 Status

### 3.1 Description

*Briefly describe the status of the test item being transmitted.*

### 3.2 Deviation

*Describe the deviation of test item*

#### 3.2.1 From Item Documentation

*If the test item comes with documentation; specify the deviation from previous documentation (if any)*

*Example: The test item transmitted cannot be used with manual version 2.3*

#### 3.2.2 From Previous Transmittal

*If current transmitted item is related to previous transmittal item; specify the deviation from the previous transmittal item (if any)*

*Example: The test item being transmitted (as defined in this document) is an updated from previous transmittal (version 1.0.0)*

#### 3.2.3 From Test Plan

*If the test item being transmitted is deviating from what has been specified in Test Plan; specify the test plan version and section mentioning about test item being transmitted.*

*Example: Deviate from SRS as specified in Test Plan version 1.0.0 section 2.1*

#### 3.2.4 From Incident Report

*If current transmitted item is meant for resolving incident; specify the incident report ID and Incident ID (if any)*

*Example: The test item being transmitted is to solve incident INC\_001 specified in Incident Report V1.2 dated 05.05.2012*

