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 t<="" th=""><th>itle></th><th><university company="" logo=""> <university company="" name=""></university></university></th></project>	itle>	<university company="" logo=""> <university company="" name=""></university></university>
Date : dd/mm/yyyy	Test Item Transmittal Report ID : Insert ID of document (also include version of document)	

Document Control

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

Name	Position	Signature
Specify the name of author of this document	Specify position of the author	
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:	State the position of the person. Example: Reviewer or approver	
Prepared By:		
Reviewed By:		
Approved By:		
Approved By: <client></client>		



Project Title : <project title=""></project>		<university company="" logo=""> <university company="" name=""></university></university>
Date : dd/mm/yyyy	Test Item Transmittal Report ID : Insert ID of document (also include version of document)	

Version History

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

Distribution List

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



version of document)

Table of Content

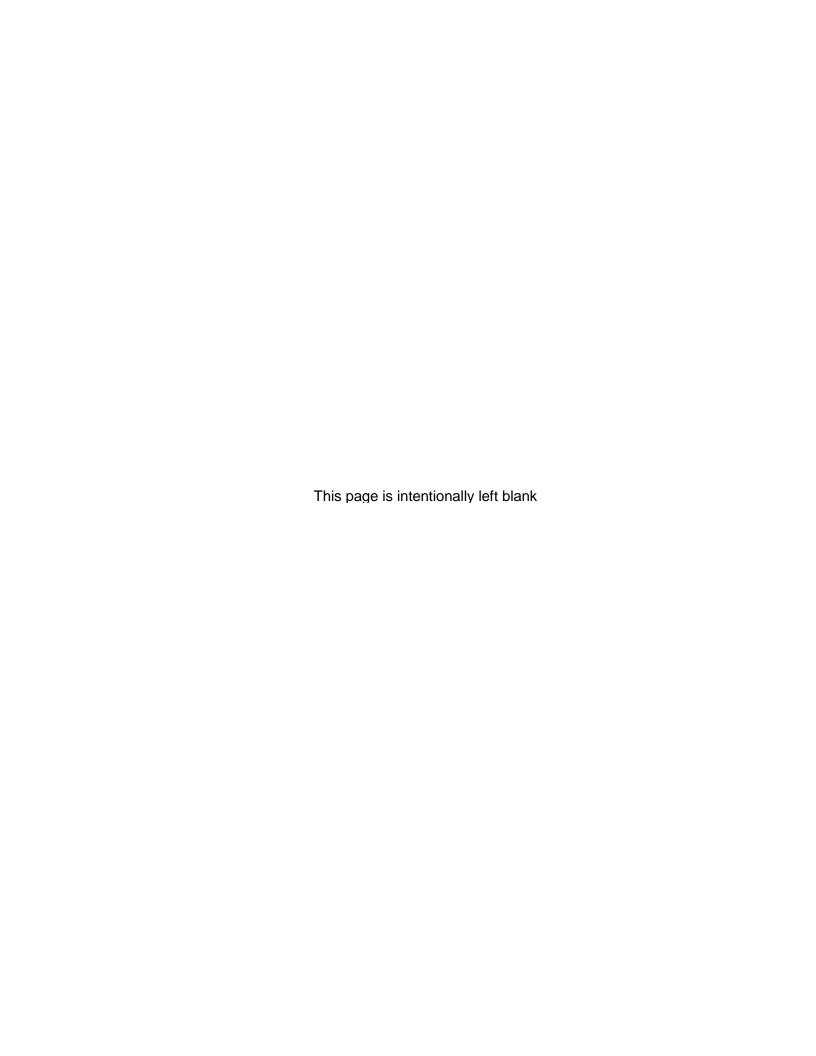
Jocument Control	1
Version History	ii
Distribution List	ii
Table of Content	. iii
1.0 Transmitted Items	. 1
2.0 Location	. 3
3.0 Status	. 5
3.1 Description	. 5
3.2 Deviation	. 5
3.2.1 From Item Documentation	. 5
3.2.2 From Previous Transmittal	. 5
3.2.3 From Test Plan	. 5
3.2.4 From Incident Report	. 5

Strictly For Educational Use Only



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

Table 1.0 Test Transmittal Items



Project Title : <project title=""></project>		<university company="" logo=""> <university company="" name=""></university></university>
Date : dd/mm/yyyy	Test Item Transmittal Report ID : Insert ID of document (also include version of document)	

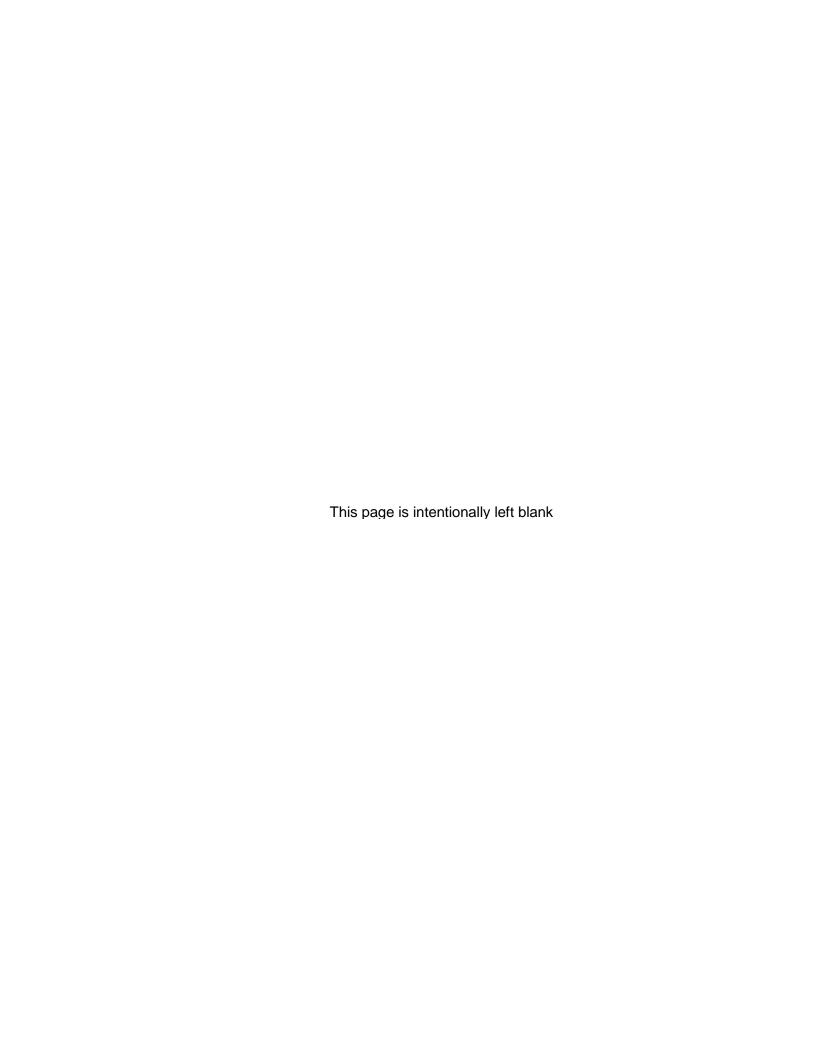
2.0 Location

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)
Test Item name	Specify location of where the transmitted item being stored and the media being used	How to get to the location of transmitted item.
ATMS_SRS_1.0.docx	Example: Project Folder, softcopy PDF	Example: URL to project folder:/Project A/Test Item Transmittal/SRSv1.2.1

Table 2.0 Transmittal Item Location





Project Title : <project title=""></project>		<university company="" logo=""> <university company="" name=""></university></university>
Date : dd/mm/yyyy	Test Item Transmittal Report ID : Insert ID of document (also include version of document)	

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

