Test Summary 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 summary report document>

Project Title : <project title>		<University / Company Logo> <University / Company Name>
Date : dd/mm/yyyy	Test Summary 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	*Define in use and history status*
Date Released	*Date of this document approved to be used*

Name	Position	Signature
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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*	
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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)		*Specify the affected section*	*Specify what has been changed for this version up*
Example: 1.0	*Example: 17th April 2013*	*Example: All*	*Example: Initial creation*

Distribution List

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

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General Information	
Test Report Description	*Specify the contents, scope and organization of this document. Include references to any information captured in automated tools and not contained in this document. Example:* *This Test Summary Report will provide a summary of the findings based on the Test Log, the Test Incident Report, and the Test Result from the Rational test tool.*

Version Author	*Test Lead or Test Manager who writes this report*	Contact Number	*Authors contact number and email*
Associated test plan reference	*Mention Test Plan related to this report including version number.*		

Summary

Test Status Report Summary

Summarize the testing status results compared to the planned tests to be run. Summarize the actual versus the desired status of the Test Incident Reports for this level of test, e.g., opened, in the process of being resolved, and resolved. Example:

The status of the test are as follow:

Number of Test Cases Planned to be Completed	Number of Test Cases Remaining to be Executed	Number of Test Cases Completed
50	*15*	*35*

Current status of the Test Incident Report are as follow:

New (new incidents introduced in current iteration)	Open (Incidents discovered from previous test iteration that are still pending to be resolved)	Reject (Incidents that were rejected after investigation because it cannot be categorised as incident)	Resolved (Incidents that have been confirmed resolved)	Deferred (Incidents that have been deferred. Incidents are confirmed to be fixed for the next release version)
Number of new incidents = 10	*Number of Open Incident = 3*	*Number of Rejected Incidents = 0*	*Number of Resolved Incidents = 1*	*Number of Deferred Incidents = 1*

Note: The number of Incident is counted based on the number of Test Incident ID and not based from the Test Incident Report ID

Document references

Mention all documents related used to produce this Test Summary Result including version number or ID. Example:
Test Design Specification v.1.0.0
Test Case v.1.0.0, Test Case v2.0.0, Test Case v.3.0.0,
Test Procedure v1.0.0, Test Procedure v2.0.0, Test Procedure v3.0.0,
Test Log v3.0.0,
Test Incident Report v3.0.0.

Changes from Plans

Summarize tests that were planned to be executed that were not yet executed, and why. Provide any changes to the remaining tests, e.g., schedule changes, tests that will no longer be executed, and tests that will be re-executed. Example:

For the current status, there are 15 Test Cases waiting to be executed. The building power failure has caused the project to be delayed. Due to this circumstance, the final delivery schedule has to be delayed for about 5 working days. Therefore, the new testing schedule has been released. Refer to schedule XXX as per attachment. For the number of Test Cases that will be executed and re-executed, can be referred to the table as below:

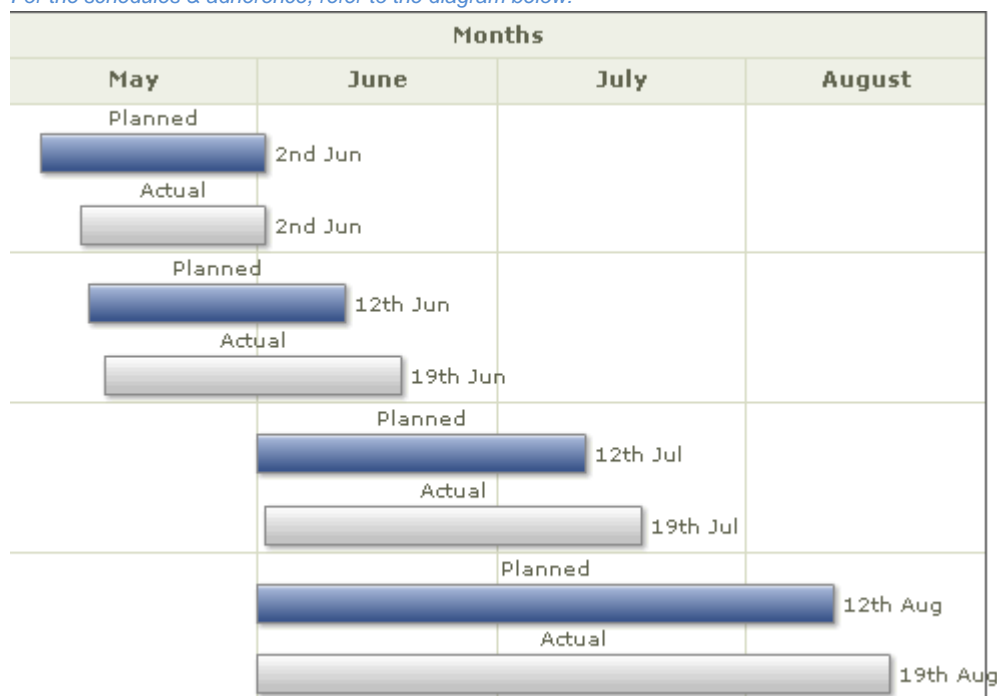| Number of Test Cases Remaining to be Executed	Number of Test Cases to be Re-executed for Re-test due to Incident raised	Total Number of Test Cases to be Executed and Re-executed
15	*13*	*28*

Comprehensiveness assessment

Identify all resolved incidents and summarize their resolutions (or reference where that information is available). Identify all unresolved incidents. If incidents are deferred, explain (or reference) the process for handling deferrals. Summarize the testing activities and events. Summarize the relevant metrics collected. Evaluate the comprehensiveness of the testing process (e.g., coverage metrics, if specified) against the comprehensiveness criteria specified in the Level Test Plan, if the plan exists. Example:

For the time being there is only 1 incident that has been resolved. The incident was caused by security vulnerabilities at the login module that have been patched. Refer to the Test Incident Report ID XXX for more information.
There is 1 incident that has been deferred. The stakeholder has been agreed to defer the incident as a product improvement for future release as this defect is not critical. Refer to the Test Incident Report ID XXX for more information.

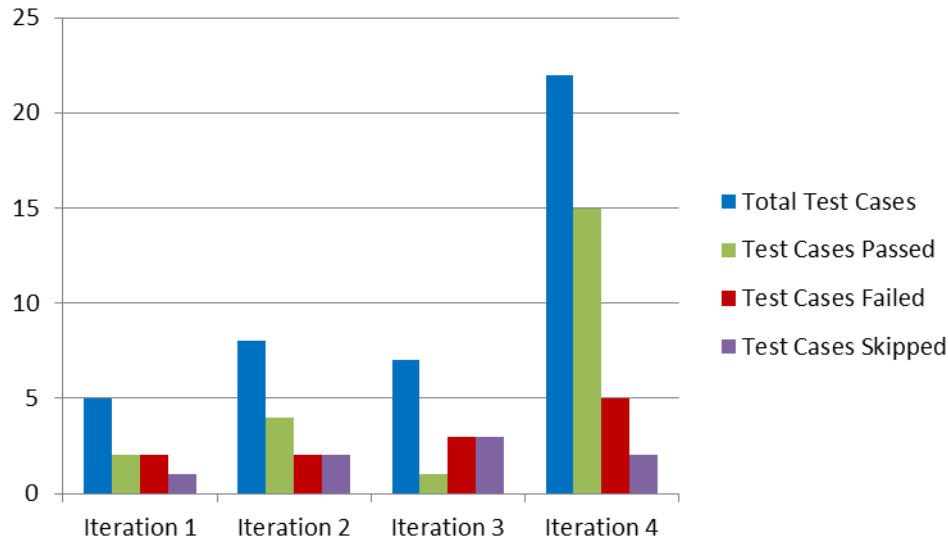*For the schedules & adherence, refer to the diagram below:*

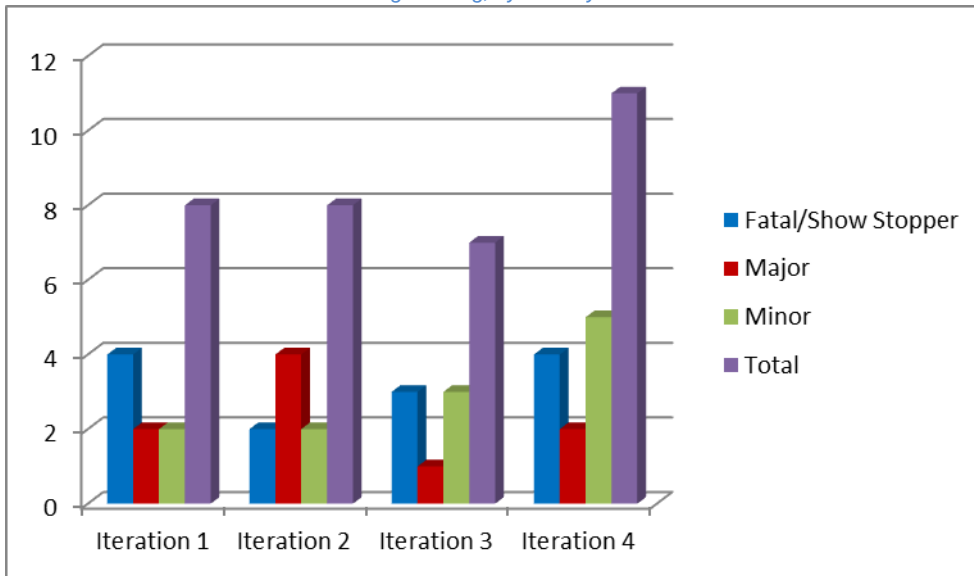*For the Test Coverage completeness refer to the table below:*

Test Documents	% Completed	Date of Completion
Test Plan	100	dd/mm/yyyy
Test Design Specification	100	dd/mm/yyyy
Test Case	100	dd/mm/yyyy
Test Procedure	100	dd/mm/yyyy
Test Log	50	dd/mm/yyyy
Test Incident Report	10	dd/mm/yyyy

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The Test Case coverage is shown as below:

Below are the lists of defects found through testing, by severity.

Result Summary

Summarize the evaluation of the test items. Identify the items tested, indicating their version/revision level. Indicate the environment in which the testing activities took place, and its impact (if any).
Summarize an evaluation of the test levels, including the following information:
  1. *Assessment of release/increment quality: Provide an overall assessment of the quality of the products delivered as part of this release,*

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increment, or version. Include justification for the assessment.

2. *Others if any.*

Rationale for Decisions
Specify the issues that were considered for any decisions and the reason(s) for the selection of the conclusion(s). *Specify the reasons for the pass/fail/conditional-pass conclusions for the software or software-based system. A conditional-pass is a pass qualified by some kind of restrictions (e.g., limits on the use or range of operating conditions) or based on the resolution of a specified subset of anomalies.*

Conclusion and Recommendation Based on Test Result
Specify an overall evaluation of each test item, including its limitations. This evaluation will be based on the test results and on the item level pass/fail criteria. An estimate of failure risk may be included. Recommend its status relative to availability for production use, and under what circumstances (e.g., immediately, with a specified subset of incidents resolved, or never). This may include identification of incident clusters in functionality and/or incidents root cause analysis. *Offer conclusions/recommendations concerning acceptance of the product delivered as in this release, increment, or version. Conclusions include a summary of the effort to ascertain the readiness of the product for release. Recommendations include an indication as to the belief that the product is ready for release, ready for release pending minor modification, or not ready for release. Describe any lessons learned and resulting changes in practice that were discovered during the conduct of this test. This section of the report may include process improvements that were identified during the implementation of the Test Plan and incorporated into the management of the test effort.*

Approvals		
Name	Job Title	Approved
Author		
Reviewer		
Test Lead or Test Manager		
Client		