

<Insert company logo>

<Insert Faculty Name>

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Test Summary Report

Project Title : <project title>		<University / Company Logo> <University / Company Name>
Date : dd/mm/yyyy	Test Summary Report ID: Insert ID of document (also include insert version of document)	

Document Control

Document Name	
Reference Number	
Version	
Project Code	
Status	
Date Released	

Name	Position	Signature
Prepared By:		
Reviewed By:		
Approved By:		
Approved By:		

Project Title : <project title>		<University / Company Logo> <University / Company Name>
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Version History

Version	Release Date	Section	Amendments

Distribution List

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

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TEST SUMMARY REPORT

General Information			
Test Report Description			
Version Author		Contact Number	
Associated test plan reference			

Summary		
Test Status Report Summary		

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

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)

Document references

Changes from Plans

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

Comprehensiveness assessment

Result Summary

1.

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Rationale for Decisions
Conclusion and Recommendation Based on Test Result

Approvals		
Name	Job Title	Approved