State of Michigan

(Insert System or Project Name Here)

(Inset Phase or Product Increment)

Test Closure Report

# General Information

|  |  |  |  |
| --- | --- | --- | --- |
| System or Project ID/Acronym: |  | Creation Date: |  |
| Client Agency: |  | Modification Date: |  |
| Author(s): |  | DTMB Authorized by: |  |

# Privacy Information

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved with this system/project or who will become involved during its lifecycle.

# Revision History

The Project Manager will maintain this information and provide updates as required. All updates to the Project Management Plan and component plans should be documented in this section.

| Revision Date | Author | Section(s) | Summary |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

# Overview

This document is a summary of the results of the **<Phase/Product Increment>** Testing activities and is intended to assist stakeholders in making Stage Exit and (Go/No Go) decisions.

The project’s Test Strategy document should be reviewed before completing this report. All metrics and defect reporting outlined in the Test Strategy must be reported in this document. At the Test Manager’s discretion, and in collaboration with Agency Partners, additional items may be added to those already defined. Wherever possible, create and attach reports from; the automated testing, change management, or backlog/test management tools for the reporting details.

Whenever the words “test phase” are used within this document, this is in reference to either a specific test phase (waterfall) or for an occurrence of Deploy Product Increment (agile) testing.

# Summation and Recommendation

In the space provided below, briefly describe the overall experience during this testing phase. This description should specifically express the recommendation (from the testing perspective) as to whether the project should proceed to the next phase of testing, move to the next product increment or be implemented as appropriate.

## Notable Events

This section should include any specific events/circumstances that affected the execution of testing during this phase.

|  |
| --- |
|  |

## Tests Executed

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Test Cycle No.** | **Planned Number of Tests per Test Cycle** | **Number of Tests Executed** | **Number of Passed Test Cases** | **Passed Percentage** | **Number of Failed Test Cases** | **Test Failure Rate per Cycle** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Success criteria for this phase of testing is a pass rate of **<XX>**. This test phase had a pass rate of **<XX>** which **<meets/does not meet>** the exit criteria for this phase of testing.

Describe any exception or factors to the numbers supplied above:

# Defect Analysis

Complete the table below listing the defect metric counts from this phase of testing. List any issues still outstanding at the end of this test phase.

## Defect Metrics

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Priority** | **No. Defects Opened** | **No. Defects Closed** | **No. Defects On Hold** | **No. Defects Rejected** | **No. Defects Open at end of Test Phase** |
| Critical |  |  |  |  |  |
| High |  |  |  |  |  |
| Medium |  |  |  |  |  |
| Low |  |  |  |  |  |

## Outstanding Issues

|  |  |  |  |
| --- | --- | --- | --- |
| **Defect ID** | **Description** | **Severity /**  **Impact** | **Action Plan** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Change Requests

Attach a report of any change requests generated during the test phase or list them here.

# Exit Criteria Status

The project will be adhering to the exit criteria listed here as the main criteria in the Go/No Go and Stage Exit decisions.

| **Exit Criteria** | **Criteria Met? (Yes/No)** | **If No, Describe Plan of Action** |
| --- | --- | --- |
| All test scripts have been successfully executed. |  |  |
| All expected and actual results are captured and documented with the test script(s). |  |  |
| All identified critical or high severity defects have been corrected and retested. |  |  |
| Any unresolved defects are documented and signed-off by the project manager. |  |  |
| Pass Rate is over **<xx %>.** |  |  |
| **<Other project Specific>** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Approvals

**Approvers Signatures (must be authorized approvers/members of the project Change Control Board).**

| Role | Name/Title | Signature | Date |
| --- | --- | --- | --- |
| Business Owner (Authorized Approver) |  |  |  |
| DTMB System Owner (if identified) |  |  |  |
| Project Manager |  |  |  |
| Project Test Manager |  |  |  |

**IMPORTANT!  IN ORDER FOR THE REMAINING PAGES OF THIS DOCUMENT TO FUNCTION PROPERLY, PLEASE DO NOT INSERT/REMOVE ANYTHING PAST THIS POINT!  NOTE:  THIS STATEMENT WILL NOT PRINT, UNLESS PROMPTED.  PLEASE DO NOT REMOVE FROM THE DOCUMENT.**

State of Michigan

(Insert System or Project Name Here)

Test Closure Report for

(Inset Phase or Product Increment)

Testing

**NOTE:** There is embedded custom XML in the cautionary note above. As long as it remains in the document with a section break continuous the hidden text will not print. If you wish to send an electronic copy the go to “File” “Info” and select “Check for issues”. Remove all items found that you do not want in the electronic copy. Then save the document again.

**Template Revision History**

| Revision Date | Author | Section(s) | Summary |
| --- | --- | --- | --- |
| 07/2017 | SEPG | All | Created the closure report to separate the Detail Test Planning from the reporting of the test results at the recommendation of the testing experts in SOM. |
|  |  |  |  |

# General Information

Supply the requested information including the name of all authors contributing to this document.

# Privacy Information

Standard Verbiage has been supplied.

# Revision History

This information is to be used to control and track changes made to this document throughout the lifecycle of the project.

# Overview

Standard text provided. The PM must insert the phase or product increment that this report covers.

# Summation and Recommendation

The Test Manager or Lead Tester on the project should add a short paragraph describing the general experience during this test phase. Example provided here to for guidance on what would be documented in this section.

**Example:**

As we progressed through the cycles, the system stabilized. Regression testing passed with a nearly 100% rate in the final cycle. During cycle 3, differences were noted with some letters that had not been previously seen in earlier cycles. Due to the fluctuating code base in the test environment, it is not possible to determine the root cause for such differences at this time.

Also in cycle 3, issues were encountered during the batch audit processes. Changes were made late in the cycle to programs that did not allow for full regression testing. There are open defects with the client letters that have not been able to be retested. These letters are also still subject to changes by the business after review.

Due to the above items, it is the recommendation of the Testing Center of Excellence, to proceed with User Acceptance Testing, but allow time and effort to continue targeted regression testing and retesting of defects specifically related to areas mentioned above.

## Notable Events

**<This section should include any specific events/circumstances that affected the execution of testing during this phase>.**

**Example:**

The batch program had late code changes done for picking up the 3 error codes. It was determined late in the last cycle that the batch was not picking up all 3 error codes. The batch was missing 1 of the error codes. The defect was corrected, but a full regression was not executed before the cycle ended.

## Tests Executed

Attach a report for the documented metrics. Add the correct percentage required by this project for exiting this phase of testing. Also enter the actual percentage for passed test cases achieved in the phase of testing.

Select the correct noun/verb to indicate the outcome and recommendation of the testing activities

# Defect Analysis

## Defect Metrics

Provide the requested data by attaching a report from the defect/change management tools or by completing the table in this document.

## Outstanding Issues

Provide the information requested by attaching a report from the defect log, change management or product backlog tool.

# Change Requests

Provide the information requested by attaching a report from the change management or product backlog tool.

# Exit Criteria Status

For all Exit Criteria listed indicate whether it has been met or not. If the answer is No then add what the plan of action is to meet the exit criteria.

# Approvals

Obtain the required signatures.