SW Test Completion Report

Customer

Project

**Revision History**

| **Version** | **Date** | **Change Description / Reason** | **Author** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table of Contents**

1. Objective of the Test Completion Report 4

1.1 Definitions, glossary, abbreviations 4

2. Introduction 4

3. Participants 4

4. Discussion of the Results 4

5. Unforeseen Events 5

6. Improvement Plan 5

# Objective of the Test Completion Report

This SW Test Completion Report documents the results and experiences of the SW Test for the project <project name>.

It is recommended to prepare for each test level a dedicated <ENG.X> Test Completion Report. This should be decided depending on the project size by the Test Manager.

## Definitions, glossary, abbreviations

If applicable own project-specific abbreviations and definitions.

# Introduction

In the introduction of the <ENG.X> Test Completion Report, the test object, the test environment and the test process should be described in a summarizing form.

# Participants

| **Participants** | **Department** | **Present** |
| --- | --- | --- |
| <name 1> |  | √ |
| <name 2> |  |  |
| <name 3> |  | √ |
| <name 4> |  | √ |
|  |  |  |
|  |  |  |
|  |  |  |

# Discussion of the Results

At the start of this section, the summarized results from the corresponding test reports can be taken over. Positive things about the results should be emphasized in the same way as negative things. The results should also be discussed in connection with planned and actually needed expenditure.

Reasons for deviations from the schedule are specified.

|  |  |  |  |
| --- | --- | --- | --- |
| **Pros and Cons** | | | |
| No. | **+** | No. | **-** |
| 01 |  | 05 |  |
| 02 |  | 06 |  |
| 03 |  | 07 |  |
| 04 |  | 08 |  |
|  |  |  |  |
|  |  |  |  |

# Unforeseen Events

Did unforeseen events occur in the test process? What were the reasons for this? How was this handled? How can unforeseen events be treated in the future?

# Improvement Plan

Reflection of the best practices, but also of the negative experiences. How can the experiences be taken into account in future test processes? Do the SPICE process documents have to be adjusted? Are there inconsistencies? Suggestions for improvement?

Under this section, the experiences from the steps performed above should be summarized and shall work as an improvement plan listed in the below table.

Insert the area and the number of the above table in the column „Area of Improvement“ as reference.

| **Area of  Improvement** | **Action** | **Delivery Date** | **Responsible Name** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |