Name of the Project

* E.g: ‘E-commerce Website Launch’

Project Number

* E.g: ‘xxxx’

Date of starting the project

* E.g: September 10th, 2021

Date of ending the project

* E.g: October 10th, 2021

Name the Technical Lead

* Concerned person’s Name

Name of the Product Manager/Owner

* Concerned person’s Name

Name of the Primary Tester

* Concerned person’s name

List of Developers

* All the developer’s names who were involved in this project

What are the Tests performed

* E.g:

Integration testing

Security testing

Cross-browner testing

Acceptance testing

Different Browsers Tested

* E.g: Crome etc.

Different Devices Tested

* E.g:

Production

Staging

Development

UAT

Test Cases

* A link to a full list of all test cases involved in this project.

Test Coverage

* Give a link to a report showing test coverage.

New Features

* A list of features tested in this project

Any Critical issues observed

* Spotlight the critical issues you want people to know about.

All issues

* Give a link to your issue tracking tool that shows all known issues in this project.

Final comments

* Can be a 2 or 3 liner or a paragraph of your final verdict on the project summarizing the test team point of view about the project that’s been tested