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| **Sample** |

# Test Readiness Review Checklist

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| **Project Name:** | Training |
| **Project Manager:** | ABC |
| **QA team representative/QA Manager** | XYZ |
| **Review date:** | 3/1/15 |
| **Signed off by:** |  |

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| Test Readiness Review (TRR) Criteria | Document name or reference | Status (Done or enter a completion date) |
| All the requirements finalized and analyzed | Req. feasibility doc | Done |
| Test plan created and reviewd | Test plan doc | Done |
| Test cases preparation done | Test cases doc |  |
| Test case review and sign off |  |  |
| Test data availability |  |  |
| Smoke testing | Smoke test suite |  |
| Sanity testing done? | Sanity test suite |  |
|  |  |  |
| Team aware of the roles and responsibilities |  |  |
| Team aware of the deliverables expected of them |  |  |
| Team aware of the communication protocol |  |  |
| Team’s access to the application, version controlling tools, test management |  |  |
| Team’s trained |  |  |
|  |  |  |
| Technical aspects- server1 refreshed or not? |  |  |
| Defect reporting standards are defined |  |  |