Test protocol - MS Office 2007 compatibility test

* **Test date :**

Test round #

* **Test responsible:**

* **Application tester:**

* **Test machine name:** (e.g. ▮▮▮▮▮▮)

* **User account used for test:**

* Mandatory fields to fill out

Test case - Basic functionality test
 A generic test case that applies to most applications which can be used if applicable

Test case - Application specific functionality test
Mandatory for everyone to fill out at least a few. Here you specify your application specific test cases (see example test case sheet for examples). You may add rows if necessary.

Link to examples

Basic functionality test   (filled in by tester)

Step	Test procedure	Expected result	Actual result
1	Start the application. If required - log on to the application	Should get access to the application	
2	Open all available windows in the application (using icons, menu choices & buttons)	All windows can be opened without any problems/errors	
3	Close all windows	All windows can be closed without receiving error messages	
4	End/close application/session	The application can be closed without encountering any problems	
5	Notice dependencies	The application work as intended without any hands-on adjustments in e.g. DLL-files, registry settings, ODBC-connections, .ini-files, data files or equivalent after the module is installed	

Application specific functionality test   (filled in by tester)

Step	Test procedure	Expected result	Actual result
1			
2			
3			
4			
5			
6			

Questionaire - Defect Analyses   (filled in by tester, after verification)

Are there any open errors?	_____ Yes _____ No	_____ Number of errors
Does an action plan exist for correcting the errors and who owns this action plan?	_____ Yes _____ No	_____ <Name of Action Plan Owner>
When will all errors be fixed according to Action Plan?	<Date>	

Status after performed test round:	☐ Passed successfully ☐ Did not pass successfully
If no application specific test case is filled out please specify the reason for this here:	