**<Project Name/Acronym>**

# Test Summary Report

**Version X.X**

**MM/DD/YYYY**

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## Introduction

*Instructions: Provide full identifying information for the automated system, application, or situation for which the Test Summary Report applies, including as applicable, identifications number(s), title(s)/name(s), abbreviation(s)/acronym(s), part number(s), version number(s), and release number(s). Summarize the purpose of the document, the scope of activities that resulted in its development, the intended audience for the document, and expected evolution of the document. Also describe any security or privacy considerations associated with use of the Test Summary Report.*

### Overview

*Instructions: Provide a brief description of the testing process employed. Summarize what testing activities took place, including the versions/releases of the software, environment, etc. Identify the test functions performed, the test period(s), test location(s), and the test participants and their roles in the testing process.*

## Summary Assessment

*Instructions: Provide an overall assessment of the build or release tested, with a summary of the test results, including the number of test incidents summarized by impact/severity level. Include in the Glossary section of this document operational definitions for each of the reported impact/severity levels established for the project. If test results are maintained in an automated tool, the information may be exported or printed from the tool for inclusion in this document.*

*\*\*ATTENTION\*\*: Please ensure the accuracy of numbers listed on this table. For example, the number of test cases passed plus the number of test cases failed plus the number of test cases held must match the total number of test cases reviewed.*

*Test Cases Planned: Number of test cases planned to execute for this release*

*Test Cases Run: Actual number of planned test cases executed*

*Test Cases Reviewed: Number of executed test cases reviewed based on result*

*Test Cases Passed: Actual number of reviewed test cases that met the expected result*

*Test Cases Failed: Actual number of reviewed test cases that failed to meet the expected result*

*Test Cases to Be Run: Number of planned test cases remaining to be executed*

*Test Cases Held: Number of planned test cases on hold/not applicable/postponed at this point of time*

The following is a summary of the test case results obtained for the reported test effort. Refer to subordinate sections of this document for detailed results and explanations of any reported variances.

**Table 1 - Test Case Summary Results**

| **Summary Assessment** | **Total Number of Test Cases** | **% Of Total Planned** | **Comments** |
| --- | --- | --- | --- |
| Test Cases Planned | *<# test cases planned>* | *<% total planned>* | *<Comments>* |
| Test Cases Run | *<# test cases run>* | *<% total planned test cases run>* | *<Comments>* |
| Test Cases Reviewed | *<# test cases reviewed>* | *<% total planned test cases reviewed>* | *<Comments>* |
| Test Cases Passed | *<# test cases passed>* | *<% total planned test cases passed>* | *<Comments>* |
| Test Cases Failed | *<# test cases failed>* | *<% total planned test cases failed>* | *<Comments>* |
| Test Cases to Be Run | *<# test cases to be run>* | *<% total planned test cases to be run>* | *<Comments>* |
| Test Cases Held | *<# test cases held>* | *<% total planned test cases held>* | *<Comments>* |

The following is a summary of the test incidents (i.e., unexpected results, problems, and/or defects) that were reported during the testing:

**Table 2 - Test Incident Summary Results**

| **Impact/Severity Level** | **Total Reported** | **Total # Resolved** | **% Total Resolved** | **Total # Unresolved** | **% Total Unresolved** |
| --- | --- | --- | --- | --- | --- |
| *<Impact/Severity level>* | *<# total reported>* | *<# total resolved>* | *<% total resolved>* | *<# total unresolved>* | *<% total unresolved>* |
| *<Impact/Severity level>* | *<# total reported>* | *<# total resolved>* | *<% total resolved>* | *<# total unresolved>* | *<% total unresolved>* |
| *<Impact/Severity level>* | *<# total reported>* | *<# total resolved>* | *<% total resolved>* | *<# total unresolved>* | *<% total unresolved>* |
| Combined Totals | *<Combined total # reported>* | *<Combined total # resolved>* | *<Combined total % reported>* | *<Combined total # unresolved>* | *<Combined total % unresolved>* |

## Detailed Test Results

*Instructions: Briefly describe the testing process employed for each test category (i.e., development testing, validation testing, implementation testing, and operational testing) and each test function performed (i.e., a collection of related test cases comprising a specific type of test (e.g., user acceptance testing, Section 508 testing, regression testing, system acceptance testing, etc.). Also summarize the test results for each test category/function. As appropriate, include separate sub-sections for each test category/function performed. If test results are maintained in an automated tool, the information may be exported or printed from the tool for inclusion in this document.*

### <Test Category/Function>

*Table 3 - <Test Category/Function> Results* summarizes the test cases employed for <test category/function> and the test results obtained for each test case.

**Table 3 - <Test Category/Function> Results**

| **Test Case/Script ID** | **Test Case/Script Description** | **Date Tested** | **Pass/Fail** | **Comments** |
| --- | --- | --- | --- | --- |
| *<Test case/script ID>* | *<Test case/script description>* | *<MM/DD/YYYY>* | *<Pass/Fail>* | *<Comments>* |

*Instructions: If the test case failed, list the corresponding TIR ID in the Comments column.*

The calculated level of success for <test category/function> was <the percentage of the total number of test cases defined for the test that passed>%.

### <Test Category/Function>

*Instructions: All the information described above in the section for <test category/function> should be replicated for each defined test category/function. The reported test categories/functions should be consistent with what are defined in the corresponding Test Plan.*

## Variances

*Instructions: Describe any variances between the testing that was planned and the testing that occurred. Also, explain if the number of planned tests has changed from a previous report. It is important to account for all planned tests. Also, provide an assessment of the way the test environment may be different from the operational environment and the effect of this difference on the test results.*

## Test Incidents

*Instructions: Provide a brief description of the unexpected results, problems, or defects that occurred during the testing.*

### Resolved Test Incidents

*Instructions: Identify all resolved test incidents and summarize their resolutions. Reference may be made to Test Incident Reports that describe in detail the unexpected results, problems, or defects reported during testing, along with their documented resolutions, which may be included as an appendix to this document. If test results are maintained in an automated tool, the information may be exported or printed from the tool for inclusion in this document.*

### Unresolved Test Incidents

*Instructions: Identify all unresolved test incidents and provide a plan of action for their resolution. Reference may be made to Test Incident Reports that describe in detail the unexpected results, problems, or defects reported during testing, which may be included as an appendix to this document. If test results are maintained in an automated tool, the information may be exported or printed from the tool for inclusion in this document.*

## Recommendations

*Instructions: Provide any recommended improvements in the design, operation, or future testing of the business product that resulted from the testing being reported. A discussion of each recommendation and its impact on the business product may be provided. If there are no recommendations to report, then simply state as such.*

**Appendix A: Test Incident Reports (TIRs)**

*Instructions: Identify and describe any Test Incident Reports that occurred during testing activities, including:*

* *Resolved Test Incident Reports (TIRs) - Include a completed TIR for each unexpected result, problem, or defect reported and resolved during testing.*
* *Unresolved Test Incident Reports - include a completed TIR for each unexpected result, problem, or defect reported during testing that remains unresolved.*

**Table 8 - Example Test Incident Report (TIR)**

| **Category** | **Details** |
| --- | --- |
| Test Incident ID | *<Test incident ID>* |
| Test Case ID | *<Test case full name>* |
| Test Incident Date | *<MM/DD/YYYY>* |
| Test Incident Time | *<Test incident time>* |
| Tester name | *<First name last name>* |
| Tester Phone | *<NNN-NNN-NNNN>* |

**Table 4 - Incident Description**

| **Category** | **Details** |
| --- | --- |
| Error message and/or description of unexpected result, problem, or defect. For unexpected results, describe how the actual results differed from the expected results | *<Error message/description of incident>* |
| Test case procedure step where incident occurred, if applicable | *<Test case procedure step where incident occurred>* |
| Failed software (e.g., program name, screen name, etc.), if known | *<Failed software>* |
| Test case anomalies or special circumstances (e.g., inputs, environment, etc.) | *<Test case anomalies/special circumstances>* |
| Impact on testing or test item | *<Impact on testing/test team>* |
| Description Prepared By | *<First name last name>* |
| Date | *<MM/DD/YYYY>* |

**Table 5 - Incident Resolution**

| **Category** | **Details** |
| --- | --- |
| Incident Referred to | *<First name last name>* |
| Date | *<MM/DD/YYYY>* |
| Incident determined to be the result of | *<Program error, data error, or environmental problem>* |
| If “Program Error” has been selected, name program or module | *<Program or module>* |
| Impact/severity level determined to be  | *<High/Severe, Moderate/Serious, or Low/Insignificant>* |
| Description of all resolution activities | *<Description of resolution activities>* |
| Resolution Prepared By | *<First name last name>* |
| Date | *<MM/DD/YYYY>* |

**Appendix B: Record of Changes**

*Instructions: Provide information on how the development and distribution of the Test Summary Report will be controlled and tracked. Use the table below to provide the version number, the date of the version, the author/owner of the version, and a brief description of the reason for creating the revised version.*

**Table 6 - Record of Changes**

| **Version Number** | **Date** | **Author/Owner** | **Description of Change** |
| --- | --- | --- | --- |
| *<X.X>* | *<MM/DD/YYYY>* | *<First Name, Last Name>* | *<Description of Change>* |
| *<X.X>* | *<MM/DD/YYYY>* | *<First Name, Last Name>* | *<Description of Change>* |
| *<X.X>* | *<MM/DD/YYYY>* | *<First Name, Last Name>* | *<Description of Change>* |

**Appendix C: Glossary**

*Instructions: Provide clear and concise definitions for terms used in this document that may be unfamiliar to readers of the document. Terms are to be listed in alphabetical order.*

**Table 5 - Glossary**

| **Term** | **Acronym** | **Definition** |
| --- | --- | --- |
| *<Term>* | *<Acronym>* | *<Definition>* |
| *<Term>* | *<Acronym>* | *<Definition>* |
| *<Term>* | *<Acronym>* | *<Definition>* |

**Appendix D: Referenced Documents**

*Instructions: Summarize the relationship of this document to other relevant documents. Provide identifying information for all documents used to arrive at and/or referenced within this document (e.g., related and/or companion documents, prerequisite documents, relevant technical documentation, etc.).*

**Table 6 - Referenced Documents**

| **Document Name** | **Document Location and/or URL** | **Issuance Date** |
| --- | --- | --- |
| *<Document Name>* | *<Document Location and/or URL>* | *<MM/DD/YYYY>* |
| *<Document Name>* | *<Document Location and/or URL>* | *<MM/DD/YYYY>* |
| *<Document Name>* | *<Document Location and/or URL>* | *<MM/DD/YYYY>* |

**Appendix E: Approvals**

The undersigned acknowledge that they have reviewed the Test Summary Report and agree with the information presented within this document. Changes to this Test Summary Report will be coordinated with, and approved by, the undersigned, or their designated representatives.

*Instructions: List the individuals whose signatures are desired. Examples of such individuals are Business Owner, Project Manager (if identified), and any appropriate stakeholders. Add additional lines for signature as necessary.*

**Table 7 - Approvals**

| **Document Approved By** | **Date Approved** |
| --- | --- |
| Name: <Name>, <Job Title> - <Company> | Date |
| Name: <Name>, <Job Title> - <Company> | Date |
| Name: <Name>, <Job Title> - <Company> | Date |
| Name: <Name>, <Job Title> - <Company> | Date |

**Appendix F: Notes to the Author/Template Instructions**

*This document is a template for creating a Test Summary Report for a given investment or project. The final document should be delivered in an electronically searchable format. The Test Summary Report should stand on its own with all elements explained and acronyms spelled out for reader/reviewers, including reviewers outside the Agency who may not be familiar with the Agency’s projects and investments.*

*This template was designed based on best practices and information to support the State’s governance and IT processes. Use of this template is not mandatory, rather programs are encouraged to adapt this template to their needs by adding or removing sections as appropriate. Programs are also encouraged to leverage these templates as the basis for web-based system development artifacts.*

*This template includes instructions, boilerplate text, and fields. The author should note that:*

* *Each section provides instructions or describes the intent, assumptions, and context for content included in that section. Instructional text appears in blue italicized font throughout this template.*
* *Instructional text in each section should be replaced with information specific to the particular investment.*
* *Some text and tables are provided as boilerplate examples of wording and formats that may be used or modified as appropriate.*

*When using this template, follow these steps:*

1. *Table captions and descriptions are to be placed left aligned, above the table.*
2. *Modify any boilerplate text, as appropriate, to your specific project.*
3. *All documents must be compliant with Section 508 requirements.*
4. *Figure captions and descriptions are to be placed left aligned, below the figure. All figures must have an associated tag providing appropriate alternative text for Section 508 compliance.*
5. *Delete this “Notes to the Author/Template Instructions” page and all instructions to the author before finalizing the initial draft of the document.*