

**PROJECT NAME**

**Test Completion Report**

**Prepared by:** Author

**PURPOSE OF DOCUMENT**

This Test Completion Report provides a summary of the results of tests outlined in the Test Strategy and Test Plan documents and gives an assessment of their effectiveness in determining whether the system or application under test can be considered for deployment.

**RACI**

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible** | **Accountable** | **Consult** | **Inform** |
| Applications | Project Board & Project Executive |  | Project Manager, Business Owner, Infrastructure, Service Management, Research IT |

*Guidance Note: This should show who is responsible, accountable, consulted and informed with regard the document*

**DOCUMENT CONTROL**

CHANGE CONTROL TABLE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Amendment** | **Description** | **Release Date** | **Updated by** |
|  |  |  |  |  |

**APPROVALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approver** | **Title** | **Date of issue** | **Version** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**DISTRIBUTION**

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of issue** | **Version** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Contents**

[1 Application Overview 4](#_Toc448481350)

[2 Test Scope and Type 4](#_Toc448481351)

[2.1 In Scope 4](#_Toc448481352)

[2.2 Out of Scope 4](#_Toc448481353)

[2.3 Items Not Tested 4](#_Toc448481354)

[3 Summary of Test Results 4](#_Toc448481355)

[3.1 Metrics 4](#_Toc448481356)

[3.1.1 Planned v Executed - Pass v Fail 4](#_Toc448481357)

[3.1.2 Number of Defects or Issues, Status and Severity 4](#_Toc448481358)

[3.1.3 Defect Distribution Across Service Components 5](#_Toc448481359)

[4 Pass - Fail Assessment 5](#_Toc448481360)

[5 Suggested Actions 5](#_Toc448481361)

[6 Test Report Sign-Off 5](#_Toc448481362)

[7 Lessons Learned 5](#_Toc448481363)

# Application Overview

*Guidance Note: Give a brief overview of what the service does and who the customers and users are.*

# Test Scope and Type

*Guidance Note: This section details the types of test carried out and the functions/modules in scope & out of scope for testing, noting any variations from the Test Strategy. Any items which are not tested due to any constraints/dependencies/restrictions should be listed.*

*This section should be clearly documented; otherwise it will be assumed that Testing covered all areas of the application.*

## In Scope

*Guidance Note: e.g. the following modules are in Scope*

* *Registration*
* *Booking*
* *Payment*

## Out of Scope

*Guidance Note: e.g. Performance Testing was not done for this application.*

## Items Not Tested

*Guidance Note: Describe which items were not tested, reasons why, and any implications.*

*e.g. Verification of connectivity with the third party was not tested, as the connectivity could not be established due to technical limitations. However, this connectivity has been informally tested on several previous occasions and found to work satisfactorily.*

# Summary of Test Results

*Guidance Note: Summarise the test results. Include a description of any deviations from the original test plan. Include any issues or bugs discovered during the test.*

## Metrics

### Planned v Executed - Pass v Fail

|  |  |  |  |
| --- | --- | --- | --- |
| **Test Cases Planned** | **Test Cases Executed** | **Test Cases  Passed** | **Test Cases  Failed** |
| e.g. 20 | 18 | 15 | 3 |

### Number of Defects or Issues, Status and Severity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Critical** | **Major** | **Medium** | **Cosmetic** | **Total** |
| **Closed** |  |  |  |  |  |
| **Open** |  |  |  |  |  |

### Defect Distribution Across Service Components

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Component 1** | **Component 2** | **Component 3** | **Component 4** | **Total** |
| **Critical** |  |  |  |  |  |
| **Major** |  |  |  |  |  |
| **Medium** |  |  |  |  |  |
| **Cosmetic** |  |  |  |  |  |
| **Total** |  |  |  |  |  |

# Pass - Fail Assessment

*Guidance Note: Refer to the criteria specified in the Test Strategy and state whether the test results meet or fail the criteria. Any plan of action for open defects should be clearly mentioned with details on when and how they will be addressed and closed.*

# Suggested Actions

*Guidance Note: Describe any actions suggested as a consequence of the test results and assessment. This could include a further round of testing. Any workarounds required can be mentioned here.*

# Test Report Sign-Off

*Guidance Note: This section should indicate whether in the opinion of the Testing team the service or application has been adequately tested in accordance with the Test Strategy and Test Plan and whether the service should be considered fit for ‘Go Live’.*

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Sign-off** |
|  |  |  |
|  |  |  |
|  |  |  |

# Lessons Learned

*Guidance Note: This section should describe the critical issues faced and their solutions during testing. Lessons learned will help to make proactive decisions during the next Testing engagement, by avoiding mistakes or finding a suitable workaround*