*<Project Name>*

Test Summary/ System Testing signoff Report

Version *<1.0>*

*<mm/dd/yyyy>*

**Version History**

[Provide information on how the development and distribution of the Test Summary Report was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version** | **Date** | **Amendment** | **Prepared by** | **Reviewed By** | **Approved By** |
| 1.0 |  |  |  |  |  |
| 1.1 |  |  |  |  |  |
|  |  |  |  |  |  |

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# Introduction

## Purpose

This document describes the final test summary report for the XXX project. The objectives of this document are to:

* Provide a formal document which describes the testing that is done on the system, testing phases completed and the results of the testing we undertake for the project
* This report also identified all the open defects and the status of each defect at the end of testing.
* Assessment of testing completion, and details risks identified during testing, and residual risks for consideration before the go-live.

## General Information

|  |  |
| --- | --- |
| **Project Name:** Click here to enter text. | **Release Version:**<Enter Text Here>**Signoff Date:** Click here to enter a date. |
| **Proof of Compliance:**1. [x]  Work Order/SRS/RTM/FRS
2. [ ]  Testing Plan Attached
3. [ ]  Other
 | **QA Team Member:**1. <Enter Text Here>
2. <Enter Text Here>
3. <Enter Text Here>
 |
| **Test Stages:** <Select from the list>1. [ ]  Database Testing
2. [ ]  Compatibility Testing
3. [ ]  Configuration Testing
4. [x]  Performance Testing
5. [ ]  Usability Testing
6. [ ]  Automation Testing
7. [ ]  Recovery Testing
8. [x]  System Testing
9. [ ]  Functional Testing
10. [ ]  Integration Testing
11. [ ]  Unit Testing
12. [ ]  Regression testing
13. [ ]  Security Testing
14. [ ]  Browser Testing
 |

# Test Summary

## Module /Use Case Tested

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. | Module/Use Case Name | Status | Remarks |
|  | <Enter Text Here> | <Enter Text Here> | <Enter Text Here> |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Test Assessment and Recommendation

[Enter a comprehensive assessment of your interpretation of how adequate the test was in light of how thorough the test plan said it should be? What wasn't tested well enough?]

The table below represents the state of both the product and process. This table is explained in the following sections.

|  |  |  |
| --- | --- | --- |
| **Component** | **Status** | **Remarks** |
| Quality of the test object | ☺ | The application is in a very good quality. Met more than 99% of the business needs. Only 2 outstanding issues which are of low priority. |
| Product Risks | ☺ | No known product risks.  |
| Testing Process | ☺ | Agile development methodology was used for the project and testing followed the same process. Tight communication between the tester, develop and business owner and ensured all requirements are delivered with good enough quality. Multiple test cycles were executed and full regression testing is also done after the completion of all defect fixes and retest. |
| Ready for Go-Live | ☺ | Testing is completed. Development of all critical and major functions is completed. System is ready for go-live |
|  |  |  |

 The status is denoted by ☹RED, 😐YELLOW or ☺GREEN.

## Exit Criteria

[Summarize the test results. Include a detailed description of any deviations from the original test plan, design, test case, or expected results. Include any issues or bugs discovered during the test.]

The table below represents the exit criteria mentioned in the test plan for this project.

|  |  |  |
| --- | --- | --- |
| **Component** | **Status** | **Remarks** |
| No Priority-1 or Priority-2 defects outstanding from System Testing and UAT | ☺ | No P1 or P2 defects/issues open |
| All Medium and Low issues accepted and signed-off | ☺ | 1 P-3 and 1P-4 defect open. Agreed with the business and business is ok for go-live even if this is not fixed.  |
| Test Phase Summary completed and signed off | ☺ | Conditional sign-off given on 10th June. Full testing sign-off and summary report in this document. |

 The status is denoted by ☹RED, 😐YELLOW or ☺GREEN.

## Final Defect Status and records

All defects that are logged as part of the testing as exported to a spreadsheet. It is available in the project site at <http://intranet/>

|  | **Severity-1** | **Severity-2** | **Severity-3** | **Severity-4** | **Total** |
| --- | --- | --- | --- | --- | --- |
| **Open** | 0 | 0 | 1 | 1 | **2** |
| **Closed** | 3 | 30 | 59 | 7 | **99** |
| **Grand Total** | **3** | **30** | **60** | **8** | **101** |

## Recommendation

[Based on the test coverage, results analysis and evaluating the Exit Criteria defined for this project, we recommend that the project progresses to the production. The Production Acceptance should be done after the go-live. Any recommendation for software or hardware or any browser setting etc.]

Based on the test coverage, results analysis and evaluating the Exit Criteria defined for this project, we recommend that the project progresses to the production. The Production Acceptance should be done after the go-live.

## Learning for future Projects

1. Project Methodology and Development methodology should be closely aligned. Different methods not recommended.
2. Involve the UAT in the earlier phases of the project for other projects. This will help to avoid late changes in requirements.

# Appendix A: Test Summary Report Approval

[List the individuals whose signatures are desired. Examples of such individuals are Test Architect, Quality Manager or Tester. Add additional lines for signature as necessary. Signatures are always required to move forward with the practices outlined within this document.]

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

# APPENDIX B: REFERENCES

[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| *<Document Name and Version Number>* | *[Provide description of the document]* | *<URL or Network path where document is located>* |