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Test Summary Report Template (IEEE 829-1998)

Test Summary Report Identifier

Some type of unique company generated number to identify this summary report, its level and the level of software that it is related to. Preferably the report level will be the same as the related software level. The number may also identify whether the summary report is for the entire project or a specific level of testing. This is to assist in coordinating software and testware versions within configuration management.

Summary

Identify all relevant support materials so that the reader of the report knows which version and release of the project/software is being reported on. It may be particularly important to identify the specific version of an external package used in the testing, especially if a new release occurred during the test cycle and was not included. The version/release information should match the information contained in the configuration management system and may include the following elements.

- **Test Items** – This should match the item definitions from the appropriate level test plan that this report is covering. Any variance from the items specified in the test plan should be identified. Elements from the features sections of the test plan (both included and excluded) can also be included here or in a separate reference section.
- **Environment** – The environment and any variances for that identified in the test plan should be verified here to ensure that the correct test set-up was used. This will help avoid confusion when the product is released to production and will ensure that the test environment matches the destination platform.
- **References** – Any documents that support this report and their location within the configuration management system.

Variances

Document any changes or deviations from those areas agreed on in the reference documents, especially in areas that may cause concern to the group accepting the test results. Include references to any supporting documentation that covers the reasons for the deviations.

- From Test Plans or Specifications
- Reasons for Deviations
- Support materials and documents
 - Change requests
 - Enhancement requests
 - Incident reports (incident left in by intent)

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IEEE TEST PLAN TEMPLATE

1 TEST PLAN IDENTIFIER

Some type of unique company generated number to identify this test plan, its level and the level of software that it is related to. Preferably the test plan level will be the same as the related software level. The number may also identify whether the test plan is a Master plan, a Level plan, an integration plan or whatever plan level it represents. This is to assist in coordinating software and testware versions within configuration management.

Keep in mind that test plans are like other software documentation, they are dynamic in nature and must be kept up to date. Therefore, they will have revision numbers. You may want to include author and contact information including the revision history information as part of either the identifier section or as part of the introduction.

2 REFERENCES

List all documents that support this test plan. Refer to the actual version/release number of the document as stored in the configuration management system. Do not duplicate the text from other documents as this will reduce the readability of this document and increase the maintenance effort. Documents that can be referenced include:

- Project Plan
- Requirements specifications
- High Level design documents
- Detail design documents
- Development and Test process standards
- Manufacturing guidelines and examples
- Corporate standards and guidelines

3 INTRODUCTION

State the purpose of the Plan, possibly identifying the level of the plan (master vs.). This is essentially the executive summary part of the plan.

You may want to include any references to other plans, documents or items that contain information relevant to this purpose/objective. If applicable, you can create a reference section to contain all reference documents.

Identify the scope of the plan in relation to the Software Project plan that it relates to. Other items may include, resource and budget constraints, scope of the testing effort, how testing relates to other resolution activities (Analysis & Reviews), and provide the process to be used for change control and communication and coordination of key activities.

As this is the "Executive Summary" keep information brief and to the point.

Software Test Plan: name Doc. Ref. No. no., Version: no.

since it adds duplication and increases the maintenance overhead. Documents that could be referenced include:

- Project Plan
- Requirements specifications
- Architecture specifications
- High Level design documents
- Detail design documents
- Functional specifications
- Implementation specifications
- Quality system process documents
- Corporate standards and guidelines

Document Reference & Version	Document Title / Description
Ref ID and Version	Document title and brief description

5 Test Items

These are the software products (code, 3rd party products, user manuals, etc.) you intend to test within the scope of this test plan. This list of items will be populated from the software products identified in the master project plan as well as other sources of documentation and information. You should include version numbers and configuration requirements where needed, (especially if multiple versions of the products are in scope). Bear in mind that what you are testing is what you intend to deliver to the customer (whether internal or external).

Test Item Name	Test Item Version No.
The formal name of the test item	Version of the test item

5.1 Features to be Tested

This is a high-level view of what is to be tested from the user's viewpoint of what the system does and should refrain from being a technical testing breakdown of the system since that is covered in section **Error! Reference source not found.** below. It is also useful to list the features to be tested with respect to the names of the parent components, etc., as they are known by the configuration management system. A bulleted list format can serve well here, or use the table format given below.

Feature	Parent Component / System	Overview
Feature name	The component or system the feature belongs to	Brief outline of what is being tested from user's perspective

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