



TEMPLATE

Detailed Test Report

QESTIT

Detailed Test Report Template

Creating a detailed report is critical to effectively communicating testing results to stakeholders. A well-structured report can help make decisions about future actions and the continued direction of the project. Here is a template for a detailed report on test results, identified risks and recommendations.

INFORMATION

PROJECT NAME

The name of the project tested

REPORT DATE

Date when the report is created

TEST PERIOD

Date range of when testing was performed

AUTHOR

Name of the person creating the report

SUMMARY

- Purpose of the testing - Brief description of why the testing was performed.
- Overall status - Brief overview of test results, e.g. "Completed", "In progress", "Completed with remarks".
- Key Findings - Summary of the most critical findings or issues.

TEST RESULTS

- Total number of completed test cases
- Number of successful test cases
- Number of failed test cases
- Number of test cases not yet completed or assessed

IDENTIFIED RISKS

- Description of test areas that showed high risk, medium risk and low risk
- Categorization of risk levels, eg critical, high, moderate, low

DETAILED TEST CASES AND RESULTS

- Identifier of the test case
- Detailed description of what the test case is about
- What was expected to happen
- What actually happened
- Status of the test case, eg Passed, Failed, Pending
- Specific issues discovered during the test case

ANALYSIS AND RECOMMENDATIONS

- In-depth analysis of the test results and risks
- What should be done as a result of the testing
- Actions that should be prioritized based on risk and impact

APPENDICES AND REFERENCES

- References to used test documents
- Supporting documents as screenshots, logs, configuration files

USE OF THE REPORT TEMPLATE

This template is designed to provide a comprehensive overview of the testing process and its outcomes. It helps stakeholders quickly understand the current status of the project and what actions should be taken. The report should be clear and objective, and should be regularly updated to reflect recent changes and results of ongoing testing.

The report can be adapted depending on the scope of the project and the specific requirements of the stakeholders. For larger projects, it may be necessary to include more detailed sections or detailed analyzes of specific test cases or error types.

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