



# CHECKLIST

## TEST REPORTS

Issue Date: <dd/mm/yyyy>  
Revision Date: <dd/mm/yyyy>

### Document Purpose

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to **Test Reports** have been addressed.

### Activities Checklist

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template. The Test Report documents the results of testing and provides a basis for assigning responsibility for deficiency correction and follow-up.

Checklist	
<input type="checkbox"/>	Has the purpose of the Test Results and Evaluation Report been described?
<input type="checkbox"/>	Has the scope of the Test Results and Evaluation Report as it relates to the project been described?
<input type="checkbox"/>	Has the responsible organization for testing been identified?
<input type="checkbox"/>	Has the system or project name been identified?
<input type="checkbox"/>	Has the system environment been identified?
<input type="checkbox"/>	Identify special conditions
Testing Checklist per Test Type	
<b>Individual Testing Checklist:</b> <i>(Each test in this section should be under a separate section header. Generate new sections and subsections as necessary for each test from the types above.)</i> Identify the functions that were tested and are subsequently being reported on.	
<input type="checkbox"/>	Have the following test types for the project been identified?
<input type="checkbox"/>	<i>Unit testing</i>
<input type="checkbox"/>	<i>Functional testing</i>
<input type="checkbox"/>	<i>Load testing</i>
<input type="checkbox"/>	<i>Volume testing</i>
<input type="checkbox"/>	<i>Acceptance testing</i>
<input type="checkbox"/>	<i>Usability testing</i>
<input type="checkbox"/>	<i>Compatibility Testing</i>
<input type="checkbox"/>	<i>Conformance Testing</i>
<input type="checkbox"/>	<i>Regression Testing</i>
<input type="checkbox"/>	<i>Stress Testing</i>
<input type="checkbox"/>	<i>Vulnerability Testing</i>
<input type="checkbox"/>	Have the expected result of the test been described?
<input type="checkbox"/>	Has the capability to perform the function as it has been demonstrated been identified?
<input type="checkbox"/>	Has the performance characteristics of the system with the requirements been quantitatively compared?
<input type="checkbox"/>	Have any deviations from the original Validation, Verification, and Testing Plan that occurred during performance of the test been described, including listing reasons for the deviations?
<input type="checkbox"/>	Has a detailed description of the security requirements that have been built into the system and verified during system acceptance testing been provided?
<input type="checkbox"/>	Have security issues or weaknesses that were discovered as a result of testing been identified and described?
<input type="checkbox"/>	Has a general statement of the capability of the system as demonstrated by the test, compared with the requirements and security considerations been provided? Have individual discussion of conformance with specific requirements <b>must be cited</b> on complex systems been included?
<input type="checkbox"/>	Has individual statement for each deficiency discovered during the testing been provided?
<input type="checkbox"/>	Has a detailed description of any recommendation discovered during testing that could improve the

	system, its performance, or its related procedures been provided?
	Has the test shown that the system is ready to be placed into production?