[Project Name]

**Signoff**

I have carefully assessed the Test Results and Evaluation Report for the [Insert System Name]. This document has been completed in accordance with the requirements for the [Insert project/system name].

BUSINESS SPONSOR CERTIFICATION - Please check the appropriate statement.

|  |  |  |
| --- | --- | --- |
| ☐ System is error free and ready to release. | ☐ System has errors that need to be addressed, but may still be released. | ☐ System has major shortcomings; return for further development and testing. |

| **Business Delegate** | **Approved/Not Approved** | **Signature** | **Title** | **Date** |
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**Version**:

**Date**: 31 October 2013

**Version Control**

| **Version** | **Name** | **Title** | **Contact Details** | **Date** | **Summary of Changes** |
| --- | --- | --- | --- | --- | --- |
| [Version] | [Name of Author] | [Title] | [Email Address] | [Date] | [Insert a description of the changes made to the document and the reasons for the change] |
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**Document Details**

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# General Information

## Purpose

*[Describe the purpose of the Test Results and Evaluation Report.]*

## Scope

*Describe the scope of the Test Results and Evaluation Report as it relates to the project.]*

## System Overview

*[Provide a brief system overview description as a point of reference for the remainder of the document. In addition, include the following:*

* *Responsible team for each project function (e.g. Development team, Testing team)*
* *System name or title*
* *System category E.g. New application, maintenance release, Development, testing, demo and Production environments and use.]*

## Project References

*[Provide a list of the references that were used in preparation of this document and the location of these documents. Examples of references are:*

* *Previously developed testing documents relating to the project e.g. test plan/strategy*
* *Test results for the project]*

| **Document Name** | **Description** | **Directory Location** | **Written by/Date** |
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## Acronyms & Abbreviations

*[Provide a list of the acronyms and abbreviations used in this document and the meaning of each.]*

# Test Analysis

*[This section identifies the overall testing results and provides a brief description of each. In addition, it provides a description of the current test system. Generate new sections as necessary for each test from 2.2 through 2.x.]*

## Testing Overview

| **Test Grouping or Phase name** | **Result (e.g. Pass, Fail, Pass with outstanding issues)** | **Description of the failure and / or outstanding issues** |
| --- | --- | --- |
|  |  |  |

## Expected Outcome

*[Describe or depict the expected result of the test.]*

## Functional Capability

*[Describe the capability to perform the function as it has been defined by the signed off requirements.]*

## Deviations from Test Plan

*[Describe any deviations from the original Validation, Verification, and Testing Plan that occurred during performance of the tests. List reasons for the deviations.]*

# Summary & Conclusions

## Demonstrated Capability

*[Provide a general statement of the capability of the system as demonstrated by the test results, compared with the requirements and initial guidelines of the project.]*

## Limitations of Testing

*[Describe any deficiencies in the testing process and testing that was conducted.*

*Describe the overall testing experience and any issues/risks that were encountered.]*

## Recommended Improvements

*[Provide a detailed description of any recommendations discovered during testing that could improve the system, its performance, or its related procedures. Detail functionality that is identified through testing that could be seen as a potential improvement / enhancement for the end user. ]*

## System Acceptance

*[State whether the testing has shown that the system is ready for user acceptance testing and subsequent production operation.]*