



## Digital, Data & Technology Services (DDTS)

<Enter Project Name>

<Enter Test Stage Name>

### Test Completion Report (TCR)

<b>Project</b>		<b>Programme</b>	
<b>Author</b>		<b>Date</b>	
<b>Approver (1)</b>		<b>Date</b>	
<b>Approver (2)</b>		<b>Date</b>	

#### Version Control

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason for change</b>
0.1			



## References:

Ref	Title
1	DDTS Test Strategy
2	<Master Test Plan> delete if not applicable
3	<Test Stage Plan>
4	<Project Plan (version number)>

### INSTRUCTIONS FOR USING THIS TEMPLATE

Save the document with a filename consisting of < **Project name** **Test Stage name** **TCR** **Version No.**>.

Replace all text in <brackets> as appropriate, then delete the brackets. Change the font colour of all new text to black or green as appropriate. Insert **hyperlinks** where indicated (if available).

Before issuing the document for review:

- Delete any remaining **red** text, non-hyperlinked **blue** text and **highlighted** guidance text;
- Delete any excess line spaces (there should be no more than **one** blank line after each paragraph or table, unless needed to break the page);
- Check and amend paragraph numbering where required;
- Run the Spelling & Grammar checker then proof read the whole document;
- Delete this Instructions box;
- Update the Table of Contents (press F9).



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## 1. Introduction

### 1.1 Purpose

The purpose of this document is to provide closure details for the User Acceptance Testing (UAT) of the Library Services.

It is distributed to the Project Manager and Business Lead in order that completion can be assessed against the exit criteria. The live implementation preparations co-ordinators have an interest as Completion and sign-off is one of the entry criteria to the live implementation preparations.

This document is produced at the end of the UAT and approved prior to the test closure meeting.

### 1.3 Background

The background to this project is given in the **either** <Project name Master Test Plan> **or** <Test Stage name Test Stage Plan>.

## 2. Scope of Testing

### Either:

The scope of testing was as per the <Test Stage> Test Readiness Review (TRR). **And delete the text and table below.**

### Or

The following <change was **or** changes were> made to the scope of testing subsequent to the <Test Stage> Test Readiness Review (TRR). **Populate the table below with details of changes in test scope.**

Object	Change in Scope of Testing since TRR
<Object name>	
<Object name >	
<Object name >	
<Object name etc.>	

## 3. Version Information/Object under Test

**Provide details of the final version number(s) of the application(s) tested for this Test Stage.**



## 4. Testing Summary

### 4.1 Test Script Execution

Insert a graph or table to show test script execution. This should be taken directly from the Test Management Tool. This should include all tests including test that were not executed, removed, deferred and reasoning.

### 4.2 Defects Outstanding

#### Either:

There were no defects outstanding at the end of this Test Stage.

#### Or:

The table below lists the defects that remained outstanding at the end of this Test Stage, together with details of agreed actions.

Populate the table below with details of any defects that were not Closed by the end of this Test Stage.

Defect id	Severity	Agreed Action

### 4.3 Summary of Requirements Coverage

Insert a graph or table to show Requirements Coverage. This should be taken directly from the Test Management Tool.

Details of all Test Scripts, Defects and Requirements Coverage can be found in the Test Management Tool – see Appendix A.

## 5. Exit Criteria

Note: the Exit Criteria **must be the same** as those given in the relevant Stage Test Plan or TRR.



Exit Criteria	Met Y/N	Agreed Action if Not Met
<Exit Criterion 1>		
<Exit Criterion 2>		
<Exit Criterion 3>		
<Exit Criterion 4>		
<Exit Criterion 5 etc.>		

## 6. Open Risks and Issues

### Either:

There were no open Risks at the close of this Test Stage.

### Or:

The table below details the open Risks that have been agreed by the project team as being acceptable to exist in the Live environment:

Document each open Risk in the table below.

Risk id	Description	Impact	Agreed Mitigation

### Either:

There were no open Issues at the close of this Test Stage.

### Or:

The table below details the open Issues that have been agreed by the project team as being acceptable to exist in the Live environment:

Document each open Issue in the table below.

Issue id	Description	Impact	Agreed Mitigation



Issue id	Description	Impact	Agreed Mitigation

## 7. Appendix A: Test Management Tool

**Either:**

[Hyperlink to Test Management Tool](#)

**Or:** Insert a copy of the Test Management Tool as an embedded object.