

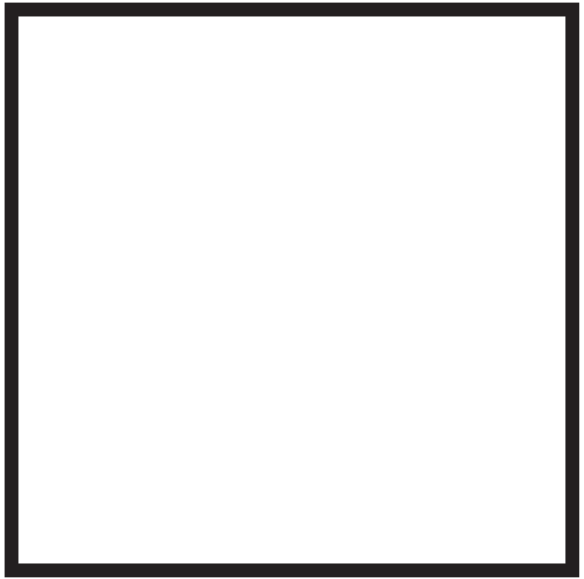
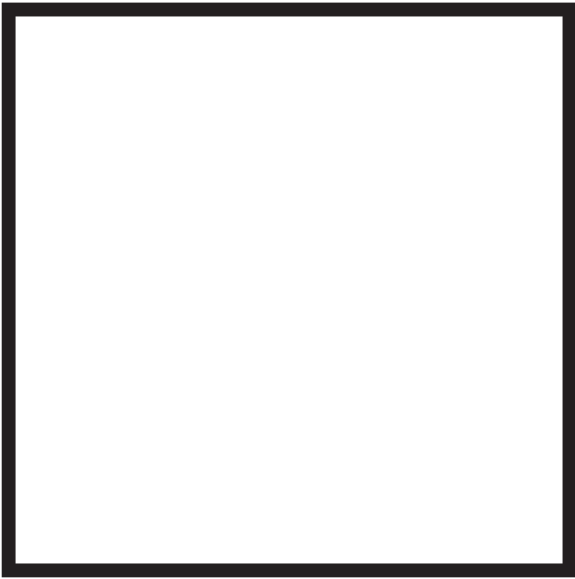
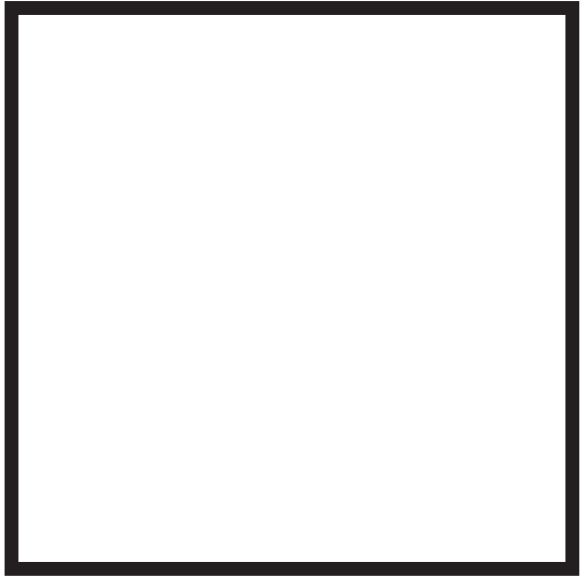
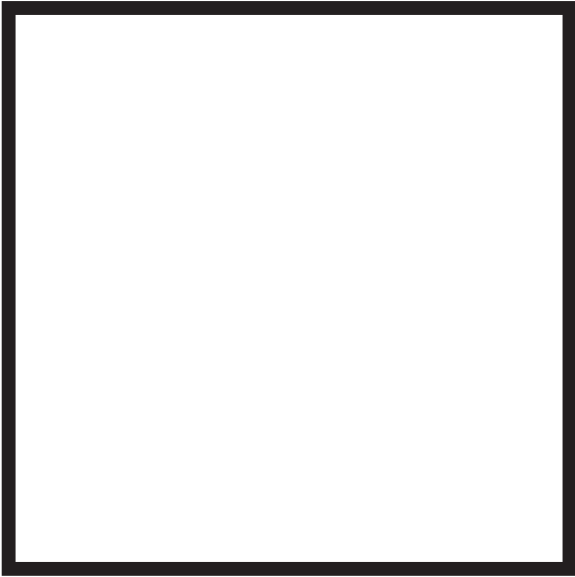
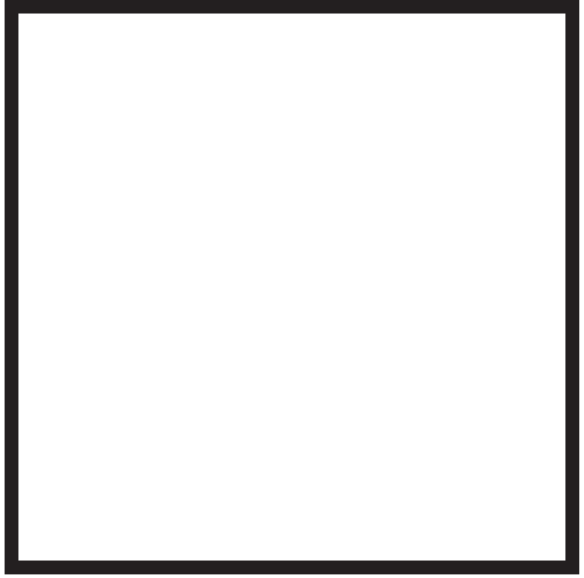
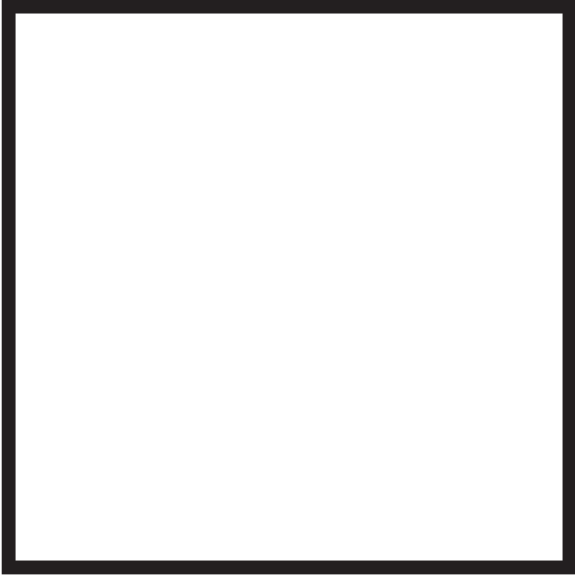
TEST REPORT STICKY NOTES INSTRUCTIONS

Step 1 Print out the blank page template

Step 2 Place your sticky notes on top of the squares of the blank template

Step 3 Making sure you've put the top, adhered end of the template into the printer first, print out the full Test Report Template one page at the time

Step 4 Enjoy :)



TEST REPORT TEMPLATE

Dates

-
-
-
-
-

Dates

Build dates, version dates, target release date, actual release date.

TEST REPORT TEMPLATE

Release blockers

-
-
-
-
-

Release blockers

Tickets that need to be done before release.

TEST REPORT TEMPLATE

Stability

-
-
-
-
-

Stability

Previous/current stability (for mobile), check for blockers in production environments, user complaints, etc.

TEST REPORT TEMPLATE

Software test engineer summary sect.

-
-
-
-
-

All tickets included in the release

TEST REPORT TEMPLATE

Software test engineer summary sect.

-
-
-
-
-

Major features

TEST REPORT TEMPLATE

Software test engineer summary sect.

-
-
-
-
-

Tech debt tickets

TEST REPORT TEMPLATE

Software test engineer summary sect.



Regression risk

Work with devs. Check where code was changed and what changes can cause regression risks

TEST REPORT TEMPLATE

Software test engineer summary sect.



Test coverage

Manual - Show your test plans and test results (how many tests passed/failed)

Automated - Show your test plans and test results (how many tests passed/failed)

TEST REPORT TEMPLATE

Software test engineer summary sect.



Device coverage

List all the devices that you executed test cases on. Include the device name, OS version, browser name, browser version, screen size, and device type, where applicable, along with whether it's mobile, web, or desktop.

TEST REPORT TEMPLATE

Software test engineer summary sect.



Bug analysis

- Bugs found before code freeze
- Bugs found during code freeze
- Introduced bugs
- Bugs triaged for the next sprint
- Blockers/criticals

TEST REPORT TEMPLATE

Software test engineer summary sect.



Stakeholder sign off

Say multilingual support was introduced with the latest release. The app needs to go through linguistic testing before release. Or, a new analytics tool was introduced in the app and PMs/BAs are going to use those analytics for metrics: have them double-check if data is showing correctly.

TEST REPORT TEMPLATE

Software test engineer summary sect.



Hidden features

Some features are incomplete but their code is merged into the release build. Make sure to point this out!

TEST REPORT TEMPLATE

Release checklist sect.



Software testing and results

Ask if everybody is comfortable with the level of software testing performed on the release and if the team is comfortable with any known issues.

TEST REPORT TEMPLATE

Release checklist sect.



Post-release checks

Smoke test plan (sanity check), update documentation, information about app health (stability, reviews, adoption rate), have a release history page!

TEST REPORT TEMPLATE

Release checklist sect.



Store updates

(if it's a mobile app)
Check all metadata fields required for release in the App Store or Google Play Store

TEST REPORT TEMPLATE

Release checklist sect.



Dependencies

Check if your release is dependant on different teams (content, marketing, etc.).

TEST REPORT TEMPLATE

Release checklist sect.



Team decision

Ask everyone on the project if they want to release the version to the production.