****PIT Test Completion Report <organisation> <PIT test phase>****

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1. Contents

[1. Contents 1](#_Toc129704603)

[1.1 Programme Participant Name 3](#_Toc129704604)

[1.2 Change Record 3](#_Toc129704605)

[1.3 Document Approval 3](#_Toc129704606)

[1.4 References 3](#_Toc129704607)

[1.5 Terminology 3](#_Toc129704608)

[2 Introduction 4](#_Toc129704609)

[3 PIT <test phase> Testing 4](#_Toc129704610)

[3.1 PIT <test phase> Testing Milestones Planned vs Actual 4](#_Toc129704611)

[3.2 PIT <test phase> Testing Summary 4](#_Toc129704612)

[3.2.1 Final Overall Execution Status 4](#_Toc129704613)

[3.3 PIT <test phase> Testing Test Cases Planned vs Actual 5](#_Toc129704614)

[3.4 PIT <test phase> Testing Defect Summary 5](#_Toc129704615)

[3.4.1 Summary of Defects Raised by Severity 5](#_Toc129704616)

[3.4.2 Summary of Defects by Priority 5](#_Toc129704617)

[3.4.3 Summary of Open Defects 6](#_Toc129704618)

[3.5 PIT <test phase> Testing Work Off-Plan 6](#_Toc129704619)

[4 Test Assurance 6](#_Toc129704620)

[5 Test Phase Exit Criteria Assessment 6](#_Toc129704621)

[5.1 PIT <test phase> Testing Exit Criteria 7](#_Toc129704622)

[6 Overall Risk Assessment 7](#_Toc129704623)

[7 Recommendations 7](#_Toc129704624)

[8 Further Observations and Lessons Learnt 7](#_Toc129704625)

[APPENDIX A – <test phase> TESTING 8](#_Toc129704626)

**List of Figures**

[Figure 1: Overall PIT <test phase> Test Execution 5](#_Toc129704636)

**Lists of Tables**

[Table 1: Test Schedule Planned vs Actual for PIT <test phase> 4](#_Toc129704627)

[Table 2: Overall Test Execution Status 5](#_Toc129704628)

[Table 3: Summary of Defects Raised by Severity 5](#_Toc129704629)

[Table 4: Summary of Defects raised by Priority 6](#_Toc129704630)

[Table 5: Summary of Open Defects <test phase> 6](#_Toc129704631)

[Table 6: Tests Not Performed and Work Off-Plan <test phase> 6](#_Toc129704632)

[Table 7: PIT <test phase> Exit Criteria Detailed Assessment 7](#_Toc129704633)

[Table 8: Risks Assessment 7](#_Toc129704634)

[Table 9: Observations and Lessons Learnt 7](#_Toc129704635)

**Guidance notes:**

Use of this template for documenting a PIT Test Completion Report is OPTIONAL. A participant may use another format if required, as long as the same topics are covered. Functional, Migration, Non-Functional and Operational Testing must be covered. Programme participants can also add any additional sections as they feel appropriate.

We acknowledge that for Programme participants choosing the SIT route, this template will be updated or new one created based on DBT2 (if applicable) and Migration testing.

Additionally for those Programme participants choosing the non-SIT route, this template will be updated or new one created based on DBT2 (if applicable) and Migration testing. Any additional inputs required from Qualification team will then be highlighted out on Qualification Approach and Plan.

Red text indicates guidelines or examples.

Template starts from Page 3 onwards - this page can be removed from the final document produced by Programme participants

## Programme Participant Name

*Programme participants to fill in the table below and include their relevant constituency group and third-party provider if applicable.*

|  |  |  |  |
| --- | --- | --- | --- |
| Programme Participant Name | Constituency Group | MPID(s) Tested | Third Party Provider |
| *e.g. Generic Electricity Co. Ltd* | *I&C Supplier* | *MPID(s)* | *N/A* |

## Change Record

*The table below needs to be updated with details of each amendment and change control.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Author | Version | Change Detail |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Document Approval

*The table below needs to be updated and the role needs to be defined per person as one of the following categories:*

* *Review;*
* *For Information;*
* *For Approval; and*
* *Approval and Sign Off.*

|  |  |
| --- | --- |
| Reviewer/Approver | Role |
|  |  |
|  |  |
|  |  |

## References

*Reference any documents into the table below along with reference and version number. Programme participants should insert documents wherever possible.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference | Documents | Publisher | Version | Additional Information  |
| *REF 001* | *PIT Approach and Plan* |  |  |  |
| *REF 002* | *Requirements to Test Traceability Matrix* |  |  |  |
| *REF 003* | *Test Scenarios*  |  |  |  |

## Terminology

*Reference any terminology used in this document.*

|  |  |
| --- | --- |
| Term | Description |
|  |  |
|  |  |
|  |  |

# Introduction

*This section should set out the way Programme participants conducted testing during all test stages within the PIT test phases of the MHHS programme.*

The objective of the Test Execution Completion Report is to provide a complete report of Pre-Integration Testing (PIT) for the MHHS solution as tested by <Name of participant>:

* To provide information on defects identified during PIT test phase and any outstanding defects that can hamper the solution; and
* To provide enough information for MHHS to instil confidence that enough testing has been carried out to a sufficient quality, prior to the start of SIT and/or qualification.

# PIT <test phase> Testing

## PIT <test phase> Testing Milestones Planned vs Actual

*This section should highlight the key milestones for PIT <test phase> testing.*

*This section should describe the original test schedule planned for the execution of all test cases based on executing the high priority tests first. This can be demonstrated as per examples shown in table below:*

| Milestone | Activity | Planned Start Date | Planned End Date | Planned Duration | Actual Start Date | Actual End Date | Actual Duration |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Milestone Ref e.g., PIT001* | *Smoke Testing Phase 1*  | *10-May-2023* | *16-May-2023* | *1 week* | *15-May-2023* | *19-May-2023* | *1 week* |
| *PIT002* | *Test Cycle 1* |  |  |  |  |  |  |
| *PIT003* | *Test Cycle 2* |  |  |  |  |  |  |
|  | *Regression Cycle 1* |  |  |  |  |  |  |
|  | *Additional Testing* |  |  |  |  |  |  |

Table 1: Test Schedule Planned vs Actual for PIT <test phase>

## PIT <test phase> Testing Summary

*This section should include summary of test cases by priority e.g., High, Medium, Low and by test status.*

### Final Overall Execution Status

*This section should detail all the summaries of the final overall execution statuses for each of the test cycles that were part of the PIT <test phase> testing. The summary should list the number of tests which are passed, failed, blocked, to do, de-scoped and in progress status.*

#### **Test Activity**

*This section should provide the overall execution status from the testing tool used at the end of each execution activity. See example below:*



Figure 1: Overall PIT <test phase> Test Execution

| Test Area | Passed  | Failed | Blocked | To Do | De-Scoped |
| --- | --- | --- | --- | --- | --- |
| *<test phase or other grouping of tests>*  |  |  |  |  |  |
| *Total* | *19* | *2* | *1* | *2* | *0* |

Table 2: Overall Test Execution Status

*This section should provide commentary on tests (or groups of tests) which failed, remain blocked or are outstanding.*

## PIT <test phase> Testing Test Cases Planned vs Actual

*This section should provide details of the test cases that were planned and executed in each test window during the PIT test execution for <test phase> testing. Programme participants should describe any test scenarios which were de-scoped. Programme participants should also describe if there were any additional test cases identified and executed.*

## PIT <test phase> Testing Defect Summary

### Summary of Defects Raised by Severity

*This section should describe the summary of defects raised by severity:*

|  |  |  |
| --- | --- | --- |
| Severity | Number of Defects | Outstanding Defects |
| *S1 - Critical* | *4* | *0* |
| *S2-Major/High* | *2* | *0* |
| *S3-Medium* | *212* | *5* |
| *S4-Low* | *50* | *1* |
| *S5- Cosmetic/Very Low* | *2* | *1* |
| ***Total*** | ***280*** | ***7*** |

Table 3: Summary of Defects Raised by Severity

### Summary of Defects by Priority

*This section should describe the overall summary of defects by priority:*

|  |  |
| --- | --- |
| Priority | Number of Defects |
| *P1 - Critical* | *40* |
| *P2 – Major/High* | *60* |
| *P3 – Medium* | *80* |
| *P4 – Low* | *80* |
| *P5 – Cosmetic/Very Low* | *20* |
| ***Total*** | ***280*** |

Table 4: Summary of Defects raised by Priority

### Summary of Open Defects

*This section should describe the summary of all open Defects within the PIT <test phase> testing:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Defect ID | Test Type | Description | Priority | Severity | Impact/ Work Around | Impact to the MHHS Programme |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Table 5: Summary of Open Defects <test phase>

## PIT <test phase> Testing Work Off-Plan

*At the end of PIT <test phase> testing, this section should describe a work off plan for the list of test cases that are outstanding.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Area | Test Script No./Defect ID | Test Script/Defect Description | Expected Results | Reasons | Work Off Plan |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Table 6: Tests Not Performed and Work Off-Plan <test phase>

*Additional details on work off plan can be added in the Appendix A section.*

# Test Assurance

*This section should describe what test assurance process has been followed as part of Programme participant’s exit from PIT and entering into either SIT or Qualification Testing.*

# Test Phase Exit Criteria Assessment

*This section should provide a status for each of the PIT test phase exit criteria described in the Test Approach and Plan document.*

## PIT <test phase> Testing Exit Criteria

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Type | Exit Criteria | RAG Status | Status/Next Steps | Evidence |
| *<test phase>* | *Test results documented and evidence captured* | *Complete* | *Achieved* | *Appendix A*  |
|  |  |  | *See work off plan* |  |
|  |  |  |  |  |

Table 7: PIT <test phase> Exit Criteria Detailed Assessment

# Overall Risk Assessment

*This section will describe the risks which were noted in the PIT Approach and Plan test phase and assessed/updated as follows during testing or noting any new risks:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RAID No | Risk Summary | Severity | Mitigation | Status |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table 8: Risks Assessment

# Recommendations

*This section should describe all the recommendations to exit the PIT test phase.*

# Further Observations and Lessons Learnt

*This section describes the list of observations and lessons learnt that have been noted:*

|  |  |  |  |
| --- | --- | --- | --- |
| Observations/Lessons Learnt | Reason | Impact  | Action |
| *E.g., Test Scheduling* | * …
* …
 |  |  |
| *Test Co-ordination* |  |  |  |
| *Test Data* |  |  |  |

Table 9: Observations and Lessons Learnt

# APPENDIX A – <test phase> TESTING