Test Log Template
(IEEE 829-1998)

Test Log Identifier

Some type of unique company generated number to identify this test log, its level and the level of software that it is related to. Preferably the test log level will be the same as the related test case or procedure level. Ideally the test log naming convention should follow the same general rules as the testware it is related to. This is to assist in coordinating software and testware versions within configuration management.

- Unique "short" name for the log
- Version date and version number of log

Description

- Items being tested and any supporting reference materials
  - Case Specification
  - Procedure specification
  - Transmittal report
- Date & time
- Executed by
  - Tester
  - Observer
- Environment
  - Especially any variances from the planned test environment

Activity and Event Entries

- Date/time
  - Beginning of each significant activity
  - End of each activity
- Execution description
  - Procedure executed (reference to its location)
  - Personnel present at test
    - Tester, developer, observer
    - Reason for each persons presence
- Procedure results
  - For each execution, log all relevant information
    - Error messages, aborts, interventions
    - Location of outputs
  - Result status (success, failure, unknown)
- Environmental information
  - Any changes or substitutions from requested environment

- Anomalous Events
  - Record events before and after an anomaly
  - Any special situations
    - Power interruptions, etc.
- Incident reports
  - Report on each unexpected result or variance from expected output