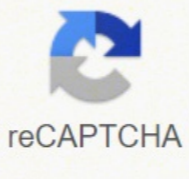




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Test Summary Report Template (IEEE 829-1998)

Test Summary Report Identifier

Some type of unique company generated number to identify this summary report, its level and the level of software that it is related to. Preferably the report level will be the same as the related software level. The number may also identify whether the summary report is for the entire project or a specific level of testing. This is to assist in coordinating software and testware versions within configuration management.

Summary

Identify all relevant support materials so that the reader of the report knows which version and release of the project/software is being reported on. It may be particularly important to identify the specific version of an external package used in the testing, especially if a new release occurred during the test cycle and was not included. The version/release information should match the information contained in the configuration management system and may include the following elements.

- Test Items - This should match the item definitions from the appropriate level test plan that this report is covering. Any variance from the items specified in the test plan should be identified. Elements from the features sections of the test plan (both included and excluded) can also be included here or in a separate reference section.
Environment - The environment and any variances for that identified in the test plan should be verified here to ensure that the correct test set-up was used. This will help avoid confusion when the product is released to production and will ensure that the test environment matches the destination platform.
References - Any documents that support this report and their location within the configuration management system.

Variations

Document any changes or deviations from those areas agreed on in the reference documents, especially in areas that may cause concern to the group accepting the test results. Include references to any supporting documentation that covers the reasons for the deviations.

- From Test Plans or Specifications
Reasons for Deviations
Support materials and documents
Change requests
Enhancement requests
Incident reports (incident left in by intent)

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LETTER to your BOSS

Use this draft letter you to request approval to attend the

8th Annual Best Companies for Multicultural Women National Conference, July 27-28, 2010 at the Sheraton Hotel & Towers in New York City

Subject: Request for Authorization to attend Multicultural Women National Conference

Dear [Name of your manager/decision maker]

I would like to request your approval for me and/or \_\_\_# of my staff member(s) to attend the 8th Annual Best Companies for Multicultural Women National Conference, July 27-28, 2010, at the Sheraton Hotel & Towers in New York City. There will be two days of learning, skill building and networking with top male and female corporate executives, visionary leaders and leadership training experts. The Multicultural Women National Conference is the best forum for high-potential/high achieving women from all races/ethnicities to explore best practices and leverage their strengths for workplace success. Hundreds of companies send teams of executive women to gain insights from corporate, academic and governmental thought leaders to be inspired on their path to greatness.

This year the theme is "Ambition: Where Passion Meets Purpose." Women's ambition imagines, creates, mobilizes, and produces results. The passion and sense of purpose that women bring to the workplace is a direct result of their having ambitions to succeed, grow, and compete in a world where they are still an anomaly, despite their increasing numbers.

Mid-to-senior level women executives and high-potential, high-achieving associates who attend this conference will:

- Gain insight on the strategic thinking and real-world experiences of leaders striving to address today's most pressing concerns
Explore professional challenges with mentor and peer groups
Engage in highly-interactive workshops designed to address critical leadership skills
Create action plans to increase professional and personal growth and innovation
Network with top leadership from your company and colleagues from other companies/industries

The ROI from attending this event will be immediate and significant. Conference attendees are encouraged to take back what they learned to share with their colleagues. Takeaways include tips and strategies in many professional development areas, how to create powerful relationships for career advancement, and recognizing opportunities to align with P&L initiatives.

Thank you for your consideration. Please don't hesitate to call me if you would like to discuss or need additional clarification. I look forward to your reply.

Sincerely: [Your name]

Sample Police Report

The text below is an example of a police report. Notice the following points about it:

- It is written in plain, simple English.
Dates, times and other details are recorded as precisely as possible.
The "reporter" (most of language is factual. For example, there are no adjectives such as "shiny" and no subjective words such as "beaked," "scurry," the formal word "burchard" is used instead of "braggle."
The report is objective. The writer focuses on the events and the evidence, not on his own thoughts or feelings.

Case Number: VT 654N/91/042

Incident: Vehicle Theft

Reporting Officer: Constable David Adams Date of Report: 08 February 2009

At about 09:00 hrs on 8 Feb 2009, I met with Ms. Vanessa Kahn at 610 Cavendish Drive regarding a vehicle theft. Ms. Kahn said she parked her car in a parking meter outside Bookend Shopping Centre at about 08:00 hours and went into a nearby shop to return a faulty torch she had purchased the previous day. She said that when she returned to the house centre at about 09:00 hours, she discovered her car was missing.

Ms. Kahn described her car as roughly about 2008, Audi Cabriolet A4 1.8 T 16v, with black fabric roof. Registered in the UK, the car registration number is 05-482-F. She estimated the value of the car at £15,000 and said there were no distinguishing marks or items.

Ms. Kahn told me she locked the car, but she does not have the key. She knew before she got back with the torch in the shop lock after removing the faulty torch from the house. Ms. Kahn said she had not given permission for anyone to take her car, and she is up to date with her loan repayments.

I conducted a survey of the crime scene but found no items of evidence. I saw no broken glass in the area, and there were no items in evidence or photographs.

I obtained a sworn statement from Ms. Kahn and provided her with the Case number and Information Leaflet 7007 ("What to do when your car is stolen") returned the vehicle into the owner database as a stolen vehicle. I also searched the area but was unable to find the vehicle.



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