Test Session Debrief Checklist

In Session-Based Test Management, each test session is a virtually uninterrupted[1] block of time spent doing testing. Each session results in a session report, which should be formally accepted by the test lead.[2] Whether you are the test lead or simply have to be ready to answer the lead's questions about the session, this checklist is to help you complete the session report and move on to the next session.

Charter *the charter must summarize the actual mission of this test session*
- ❑ Does the text of your charter match the bulk of the testing you did in your session? (if not, change the charter.)
- ❑ Did you fulfill the charter in your session? (if not, document what isn't done, or else change the charter.)
- ❑ If this is a re-used charter, are you able to say how your testing relates to previous testing?

Basic Data *the report template should be filled out and tagged in a helpful way*
- ❑ Did you attach the **names** of each person who spent a majority of the session helping you?
- ❑ Did you include your **test environment** details?
- ❑ Did you include the **version** of the product you were testing?
- ❑ If your reporting protocol includes **test strategy** tags, have you added those?
- ❑ If your reporting protocol includes **product area** tags, have you specified the areas you tested?
- ❑ For each area, is it true that at least "half" the session dealt with that area (to avoid over-counting)?

Use of Time *we need to know how you used your time*
- ❑ Is the duration you specified reasonably accurate (within 20% or so)?
- ❑ Does the duration you specified exclude interruptions?
- ❑ Have you specified the percentage of time spent in Test Execution, Bug Investigation, and Setup/Admin?
- ❑ Do the time numbers encompass all of the people who were involved?
- ❑ Does it feel correct to the nearest 5% or so?
- ❑ Is the Test Execution time related only to work that could reasonably have discovered a bug?
- ❑ Is the Bug Investigation time related only to bug investigation and reporting that interrupted test execution?
- ❑ Is the Setup/Admin time related only to time spent doing something related to the test session but that interrupted test execution or bug investigation?

Test Data and Output *save the work products that need saving*
- ❑ Did you use or create test data in your session that you need to save or reference for the future?
- ❑ Did you create or update any new test docs or code that need to be stored or updated in the right place?
- ❑ Did you record or capture screenshots that should be saved with the test notes?

Test Notes *a few paragraphs about how you tested, or bullet points, to tell the story*
- ❑ Are they comprehensible enough that YOU will be able to understand the test story 3 months from now?
- ❑ In conjunction with the charter, do they answer the question "what happened in this test session?"
- ❑ Do they include information about coverage, oracles, and activity?
- ❑ Is there anything in the notes that ought to be transferred to a product coverage outline or some other reference document?

Bugs and Issues *not just what's wrong with the product, but what impairs testing*
- ❑ Did you include bug headlines?
- ❑ Have you written formal bug reports (where applicable)?
- ❑ Have you also reported any issues (things that impact your ability to test, rather than things that are wrong with the product) or questions?
- ❑ If there are no issues, does that mean there was no confusion, no remaining questions, and no obstacles in the path of testing?

Overall *this report must represent your testing reasonably well, not necessarily perfectly*
- ❑ Does this session report faithfully represent the testing that was done?
- ❑ Do the results of this session suggest the need for another session?
- ❑ Should this session be extended and amended?
- ❑ Is this too much paperwork? Is there an easier way to tell the testing story?

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[1] That means if it is interrupted, you don't count that time as part of the session. But still—minimize interruptions if you can.
[2] That means whomever is responsible for the quality of the testing and for reporting it to management.