

## Test Item Transmittal Report

### 1. Transmittal Report Identifier

Test Item ID: <Enter the ID here>

Project Name: <Enter the name here>

### 2. Transmitted items

The transmitted items refer to Test Plan: <Test Plan reference here>

<List of Items being transmitted to the team for testing, version numbers, label and other identifiers>

### 3. Location

All transmitted items referenced in the report are located at: <Enter location here>

<Provide enough information to ensure the Test Team can identify each independently deployable item>

### 4. Status

<Describe the status of the test items being transmitted>

<Include deviations from the item documentation or Scope list or Test Plan>

<Indicate if there are pending modifications to item documentation that may affect the items listed>

<Detail the Unit Testing conducted and its status, tests passed/failed/blocked and location>

### 5. Known Issues

<List any bugs raised, include the ID>

### 6. Application Information

<For all new or changed applications in this release, an Application Checklist must be completed>

### 7. Approvals

<Specify the names and titles of all persons who must approve this transmittal>

<Add signatures and dates here>