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| --- |
| **BLUE TEXT**: Instructions regarding a document section. Remove the blue instructional before approving.**RED TEXT**: Replace with Solution or Project specific content. Change the font color to black.**BLACK TEXT**: Recommended language that can remain or be changed to meet the Project Team’s needs.Using Templates* Always retrieve the current template when creating new documents.
* When modifying an existing document compare that document against the current template. Address any differences and update the document.
* If certain sections of a template do not apply, enter “Not Applicable” beneath the Section Header and provide appropriate justification. Do not remove Section Headers. If all subsections under a higher level section are not applicable, remove the sub-section headers and include the justification under the remaining high level section header. For example, if there is a section 3, 3.1, 3.1.1, 3.1.2, and 3.2, and all are not applicable, remove the sections 3.1, 3.1.1, 3.1.2, and 3.2 and write Not Applicable” and the rationale under section 3.
* If needed, add a section or sections to the appropriate area of the template.
* Update the Table of Contents before circulating for approval.
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* Templates may be merged. If so, include all sections of each template.

**-- DELETE THIS INSTRUCTION BOX –** |

**NO APPROVALS REQUIRED**

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# Purpose

This document records the outcome of verification activities for the Solution Name and Release

# Scope

This document is limited to summarizing the execution of the following Plans:

* List all Verification Plans in scope

## Exclusions, Assumptions, and Limitations

Document any exclusions, assumptions and limitations

# Variations from Plan

List and justify any variations from the plans in scope. The justification must include a rationale of why the variation from plan does not impact the validity of the verification effort.

# Executed Script Summary

Scripts of all types executed in all environments where formal verification takes place must be identified. A separate table is used for each environment..

Identify any scripts that were not executed, along with a statement as to why and the impact of that non-execution.

Identify activities or documents produced in addition to executed scripts and their evidence.

| **Env** | **Script and Version** | **Run** | **Result**  | **Defect Number** |
| --- | --- | --- | --- | --- |
| Environment executed in | Name and version of each executed run | Run Number for each named/ versioned script executed | Pass, Fail, or Not Run | Enter “None” or identify defects |

# Deviation and Exception Resolution

Deviations and Exceptions in the following table were not corrected.

The purpose of this table is document a subset of the Deviations and Exceptions in preceding section table, if any, that were not corrected. This table presents the rationale for allowing the solution to go into production use.

| **Defect Identifier** | **Defect Type** | **Rationale** |
| --- | --- | --- |
| The identifier of each defect |  | Rationale for allowing the solution to go into production use with these defects unresolved and any future actions to address the open issue |

# Conclusion

Verification has been successfully completed and meets the acceptance criteria set out inthe plans in scope of this report*.*

Include clarifying statement if only a portion of the project has been verified

# Roles and Responsibilities

The *IT Solution Delivery Lifecycle* Procedure, describes the Roles and Responsibilities for developing, verifying, and implementing a Solution. Additional responsibilities relevent to this document are:

Add rows as necessary. If there are no document specific roles, delete the Table and change the second sentence above to:

“There are no additional roles specific to this document.”

| **Role** | **Responsibilities** |
| --- | --- |
|  |  |

# Terms and Definitions

The IT Glossary of Terms maintains the common terms in this document. Also identify any system or solution specific glossaries. Additional terms and definitions specific to this document are included below:

Include terms and acronyms. Add rows as necessary. If there are no document specific terms, delete the Table and change the second sentence above to:

“There are no additional terms and definitions specific to this document.”

| **Term or Acronym** | **Defintion** |
| --- | --- |
|  |  |

# Supporting References

Include supporting references explicitly mentioned in this document, excluding glossaries identified in Section 5. Add rows as necessary. If there are no supporting references, delete the Table and add the following text:

“There are no supporting references specific to this document”

| **Identifier** | **Title** |
| --- | --- |
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# Revision History

Update this table each time this document is revised. Where possible, include a Change Number or Project related to the document change. Entries should provide the reader with only an indication of what changed. Include section where a change took place. Add rows as necessary.

| **Version** | **Version Date** | **Revisions** |
| --- | --- | --- |
| 1.0 |  | Enter “Initial Release” or, if this document is replacing a previous document(s) as a release 1.0 of a new document, identify the predecessor documents. |

# Appendix X: Name of Appendix

Enter any supporting information best suited for an appendix. If there is no need for an appendix, remove this header and the page break before it. If there is only one appendix, recommend changing “Appendix X:” to “Appendix:”