

QA Progress Tracking and Follow-Up Report

Project & Report Details

Project Name:	Example Web Application Revamp
QA Lead:	Jessica Wells
Reporting Period:	June 1, 2024 - June 14, 2024
Date of Report:	June 14, 2024

Summary

Overall, the QA team has made steady progress during the reporting period. Key features covered included user registration, dashboard analytics, and billing modules. Major focus areas were regression testing and critical bugs from the previous release cycle.

Progress Overview

Feature/Area	Planned Test Cases	Executed	Passed	Failed	Blocked	Status
User Registration	24	24	22	2	0	In Progress
Dashboard Analytics	20	20	20	0	0	Complete
Billing	18	12	10	1	1	In Progress
Regression (selected cases)	30	25	25	0	0	In Progress

Key Issues and Follow-Up Actions

ID	Issue / Defect	Severity	Status	Assigned To	Follow-Up Date
QA-58	Billing: Invoice not generated for annual plans	High	Open	Dev Team	June 16, 2024
QA-62	User Registration: Email verification failure	Medium	In Progress	Backend Team	June 17, 2024

Next Steps & Recommendations

- Prioritize resolution of high-severity issues, particularly in Billing workflow.
- Continue regression testing on updated modules before production deployment.
- Request timely code fixes to keep QA schedule on track.

Important Notes

- This report should be updated regularly throughout the QA cycle.
- All defects and action items must include clear ownership and follow-up dates.
- Accuracy and completeness of testing data are vital for project decision-making.
- Include summaries and key highlights for stakeholders.

