

**Process 11:
A Test Results Reporting Process**

Step #	Step	Done?
1.	Understand the audience, which usually includes all of the stakeholders in the testing process and system quality, and the goals of the project.	<input type="checkbox"/>
2.	Define the results to be presented, typically the information that would answer the questions your audience would have about testing, especially what the test results mean in terms of project goals.	<input type="checkbox"/>
3.	Select metrics and build reports and charts that answer these questions.	<input type="checkbox"/>
4.	Present the test results to the audience as required.	<input type="checkbox"/>
5.	As needed, tune the report and charts along with the reporting activities for the audience, for each stakeholder, and for the project by repeating steps 1-4	<input type="checkbox"/>