**TEST GRID TEMPLATE**

**PLACE PROJECT NAME HERE**

Heat ticket or Project ID:

**Short Description:**  
*Project Description, Purpose, & Goal*

**Setup\Prerequisites:**  
*Data input needed, etc.*

**Tester Name & Department:**

**Steps to Test:**

<table>
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<tr>
<th>Step</th>
<th>Program/Operation</th>
<th>Action</th>
<th>Expected Result</th>
<th>Actual Result</th>
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**Program/Operation** refers to the program and function that will be tested

**Action** refers to the actual discrete steps that must be taken to run/perform the program/operation

**Expected Result** is the anticipated result of the actions