Sample Template for Defect Report / Software Problem Report

Defect ID: (Required)	System generated
Author: (Required)	System generated
Release/Build # (Required)	Build where issue was discovered
Open Date: (Required)	System generated
Close Date: (Required)	System generated when QA closes
Problem Area: (Required)	Describe the problem area
Defect or Enhancement: (Required)	☐ Defect (Default) ☐ Enhancement
Problem Title: (Required)	Short one-line description
Problem Description: (Required)	A precise problem description with screen shots, if possible
Current Environment: (Required)	E.g. Win95 / Oracle 4.0 NT
Other Environment(s):	E.g., WinNT / Oracle 4.0 NT
Defect Type: (Required)	☐ Functionality (Default) ☐ Architectural ☐ Connectivity ☐ Consistency ☐ Database Integrity ☐ Documentation ☐ GUI ☐ Installation ☐ Memory ☐ Performance ☐ Security and Controls ☐ Standards and Conventions ☐ Stress ☐ Usability
Who Detected: (Required)	☐ Quality Assurance (Default) ☐ External Customer ☐ Internal Customer ☐ Development
How Detected: (Required)	☐ Testing (Default) ☐ Review ☐ Walkthrough ☐ JAD

Assigned To: (Required)	Individual assigned to investigate problem
Priority: (Required)	☐ High (Default) ☐ Critical ☐ Medium ☐ Low
Severity: (Required)	☐ High (Default) ☐ Critical ☐ Medium ☐ Low
Status: (Required)	☐ Open (Default) ☐ Being Reviewed by Development ☐ Returned by Development ☐ Ready for Testing in the Next Build ☐ Closed (QA) ☐ Returned by (QA) ☐ Deferred to the Next Release
Status Description:	(Required when) Status = "Returned by Development," "Ready for Testing in the Next Build"
Fixed by:	(Required when) Status = "Ready for Testing in the Next Build"
Planned Fix Build #:	(Required when) Status = "Ready for Testing in the Next Build"