

Software Problem Report Template

This section provides a sample template for reporting software problems that are discovered during the course of performing the test cases detailed in this document.

SOFTWARE PROBLEM REPORT

Problem Report ID _____

PROGRAM _____ RELEASE _____

VERSION _____

REPORT TYPE

- ☐ Coding Error ☐ Documentation
☐ Design Error ☐ Hardware
☐ Suggestion ☐ Query

SEVERITY

- ☐ Fatal
☐ Serious
☐ Minor

ATTACHMENTS: ☐ Yes ☐ No
If yes, list attachments

PROBLEM SUMMARY _____

CAN YOU REPRODUCE THE PROBLEM? (Y/N) ____

PROBLEM AND HOW TO REPRODUCE IT _____

SUGGESTED FIX (optional) _____

REPORTED BY _____

DATE __/__/__

Items Below Are For Use Only By the Development Team

FUNCTIONAL AREA _____ ASSIGNED TO _____

COMMENTS _____

STATUS:

- ☐ Open ☐ Closed

PRIORITY

- ☐ High ☐ Medium ☐ Low

RESOLUTION:

- ☐ Pending ☐ Deferred ☐ Withdrawn by reporter
☐ Fixed ☐ As designed ☐ Need more info
☐ Irreproducible ☐ Can't be fixed ☐ Disagree with suggestion

RESOLUTION VERSION NO: _____

RESOLVED BY _____

DATE __/__/__

RESOLUTION TESTED BY _____

DATE __/__/__

TREAT AS DEFERRED: ☐ Yes ☐ No