|  |  |
| --- | --- |
| |  | | --- | | **You can edit your own version in one of two ways:**   1. Edit this version to fit your needs 2. Go to **File > Save As** | |
| How to Use This Template This template will guide you through building a Bug Template. It includes:   * Purpose * Scope * Bug/Defect Template * Bug/Defect Workflow   Once you’re ready to begin, delete pages 1–2 and start filling out your info below.  There will be instructions and sample text, as well as prompts in <brackets> for you to complete. Remember, you should add/edit/delete any copy or sections as you see fit. |

|  |
| --- |
| A white and red logo  Description automatically generated  Your Partner in Test Automation  Companies have a lot to gain from Test Automation. But before you blindly jump in, planning is key and creating a Bug Template is a great place to start.  Enhops is here to help wherever you are in your Test Automation journey. |
| **ENHOPS.COM** |

*Keep scrolling to template*

↓↓↓

Bug/Defect Template

|  |  |
| --- | --- |
| **Effective Date** | <Effective Date> |
| **Name of Template** | Bug/Defect |
| **Template Owner** | <Template Owner> |
| **Date Created** | <Date Created> |
| **Date Modified** | <Date Modified> |

|  |
| --- |
| **Introduction, Purpose, and Principles:** This section provides an overview of the Bug/Defect Template, who it applies to, and the reasons for its implementation. Explain the ‘why’ and objectives of the Bug/Defect Template to set the context for employees. Write in clear and concise language, using a tone appropriate for your organization's culture. |

Introduction

|  |  |
| --- | --- |
| **The “Organization”** | <Company Name> |

This Bug/Defect Template (the “Template”) outlines the guidelines and principles governing the use of Bug/Defect template within the company (the “Organization”). The Template aims to ensure that bugs/defects are logged consistently.

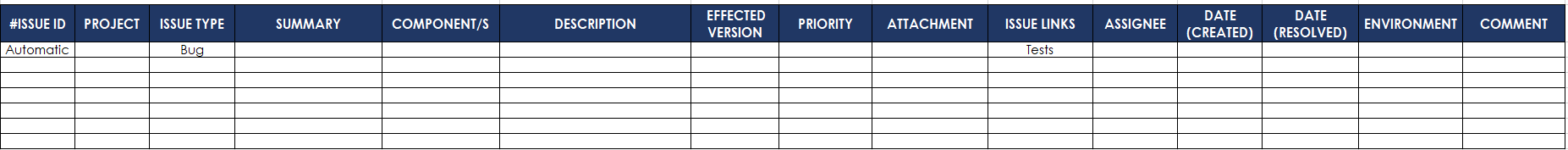
Purpose

|  |  |
| --- | --- |
| **The purpose of  this Template is to:** | <Example #1: Establish clear guidelines for identifying and logging/entering bugs/defects within the Organization. |

Scope

|  |  |
| --- | --- |
| **On behalf of the Organization, this  Template applies to:** | <Groups Who Works in QA Vertical > |

Template



|  |  |
| --- | --- |
| * Issues ID: | <Unique Number>  Describes the bug number and it is automatically generated by the tool |

|  |  |
| --- | --- |
| * Project: | <Text>  Describes the Project for which the bug is found |

|  |  |
| --- | --- |
| * Issue Type: | <Text>  Describes the issue type as Bug |

|  |  |
| --- | --- |
| * Summary | <Text>  Describes the summary or title of bug |

|  |  |
| --- | --- |
| * Component (s): | <Text>  Describes the functionality/feature for which bug is identified |

|  |  |
| --- | --- |
| * Description: | <Text>  Indicates the detailed description of the bug |

|  |  |
| --- | --- |
| * Effected Version: | <Alphanumeric Characters>  Describes the effected build version for which the bug is effected |

|  |  |
| --- | --- |
| * Priority: | <Alphanumeric Characters>  Describes the business priority of the bug. Values includes,   * + - P0 Critical) - Complete loss of the core functionality like, show stopper or blocker.     - P1 (High) - High Impact on the functionality, an effective and imminent work around and resolution should be available for this issue.     - P2 (Medium) - Average impact on the functionality. These can be fixed later, shortly after the release of the current software version.     - P3 (Low) - Minor impact on the functionality. |

|  |  |
| --- | --- |
| * Issues Links: | <Text>  Describes issue link with tests/user stories |

|  |  |
| --- | --- |
| * Assignee: | <Text>  Describes the person whom the bug is assigned |

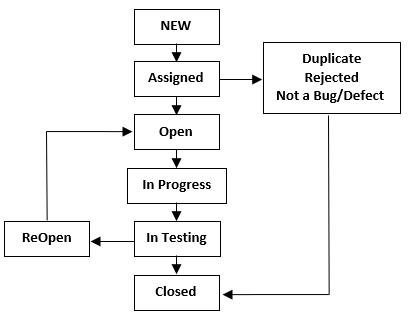
|  |  |
| --- | --- |
| * Date Created: | <Date>  Describes Date on which the bug is created |

|  |  |
| --- | --- |
| * Date Resolved: | <Date>  Describes Date on which the bug is Resolved |

|  |  |
| --- | --- |
| * Environment: | <Text>  Indicates the environment on which bug is created |

Bug/Defect workflow

**Bug/Defect** Workflow is defined at ‘Status’ field in Bug/Defect Management tool. This field will be updated as per the workflow defined while creating new bug/defect.



The values of status field include,

* NEW: Indicates that the bug/defect is new/created
* Assigned: Indicates that the bug/defect is assigned to Development/Product team
* Duplicate: Indicates that the bug/defect is duplicate (bug/defect is already created/existing)
* Rejected: Indicates that the bug/defect is rejected by Development/Product team
* Not a Bug/Defect: Indicates that the bug/defect is incorrect
* Open: Indicates that the bug/defect is open and fixing is in progress
* In Progress: Indicates that the bug/defect fixing is in progress
* In Testing: Indicates that resting of the bug/defect is in progress
* ReOpen: Indicates that the bug/defect is not fixed and reopened
* Closed: Indicates that the bug/defect is closed

**About Enhops, A ProArch Company**

Enhops works at the forefront of Quality Engineering and Software Product Engineering solutions to suit the most unique business needs. Enhops was established in 2015 with a vision of driving Digital Disruption across industries through ‘Quality-Engineering’, ‘Automation-First’, and ‘Smart Testing’. Our philosophy has always been to partner with our clients in their Digital Transformation journey. Blending Enhops’ Quality Engineering capabilities and ProArch’s two decades of expertise in Software Product Engineering, we are a true partner who delivers value-based outcomes.

Europe & Asia

London, United Kingdom

Bangalore, India

Hyderabad, India

United States

Atlanta, Georgia

Rochester, New York

marketing@enhops.com ∙ enhops.com

A logo with a red circle and a black background

AI-generated content may be incorrect.