

Software Artifact Quality Assurance Report Template
V .02

Software Artifact Name	Software Artifact Version	Review Date	Quality Assurance Member(s)

Revision Number	Error / Fault / Failure	Location of Issue	Steps to Reproduce	Recommended Actions	Criticality	Resolved Y/N/R/IP
1						
2						
3						
4						

Revision Number	Expanded Description of Issue	Expanded Steps to Reproduce

Legend:

Software Artifact Name: Name of the software artifact being reviewed

Software Artifact Version: Version of the software artifact at the time of reviewal

Review Date: Date of software artifact reviewal

Quality Assurance Member(s): Members of quality assurance who filed this quality assurance report

Revision Number: Number of revision for ease of reference at a later date

Error / Fault / Error: Short description of issue with software artifact

Location of Issue: Short description of where to locate the software artifact issue

Steps to Reproduce: How to cause the software artifact issue to arise

Recommended Actions: Recommended action in order to rectify the issue

Criticality: How critical the issue pertains to the software artifact and the software product as a whole. Uses a Low/Medium/High system. Might be opinionated by the reviewer.

Resolved Y/N/IP: Status of the issue to be resolved. Y states the issue is resolved. N states the issue wasn't resolved. R states the issue was rejected. IP states the issue is in the process of being resolved.