**Software Artifact Quality Assurance Report Template**

**V .02**

| **Software Artifact Name** | **Software Artifact Version** | **Review Date** | **Quality Assurance Member(s)** |
| --- | --- | --- | --- |
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| **Revision Number** | **Error / Fault / Failure** | **Location of Issue** | **Steps to Reproduce** | **Recommended Actions** | **Criticality** | **Resolved Y/N/R/IP** |
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| **Revision Number** | **Expanded Description of Issue** | **Expanded Steps to Reproduce** |
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**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.