Bug Lifecycle

1. Bug is created with status **Unverified**
2. Product Manager or Project Coordinator will update status to **Verifying**
   a. Bug is assigned to QA Engineer.
   b. Title/Description of bug is updated to format if necessary.
      i. Background (Required)
      ii. Issue (Required)
      iii. Cause (if know or evidence pointing to it)
      iv. Origin (if known)
      v. Note (if needed)
      vi. Fix Required In (v7.6.8.X / 7.7.0.0 - required)
3. QA verifies bug
   a. QA updates bug status to **Verified**
   b. QA assigns bug to developer
   c. Bug is reviewed during morning meeting to decide if fix will need to be placed on current v7.6.7x release, decision will be annotated in bug description.
4. Product Manager or Project Coordinator will push Bug into Jira creating an issue.
   a. Status in MI Force will be update to **In JIRA**
5. JIRA Process
   a. New issue will be placed in **To Do** status.
   b. QA and Developer will be assigned.
   c. Issue will move to **In Development** when Developer begins work.
   d. When a fix is submitted the issue will be placed under **Ready for QA**
   e. Issue will move into **In QA** when verifying fix.
      i. A successful fix will place the issue into a **Done** status
      ii. An unsuccessful fix will go back into **In Development**
   f. Jira issue will be closed when fix is confirmed by QA
6. Status in MI Force will be updated to **In QA Final**
   a. QA will update
      i. Methodology & Testing Results
      ii. SQL Review section
      iii. New/modified settings
7. When a current build is slated for release
   a. Product Manager or Project Coordinator will share list of required Bug fixes to be included in possible release build. (email Developer to include fixes)
   b. QA will re-test in release build. (v7.6.8.X)
   c. Bug status will be updated to **In Production by QA**
8. Final Build is released along with Release Notes.
   a. Bugs are updated to **Closed – Fix** by Product Manger
   b. Product Manger will push new release files and release notes to Evolution.

Milestones

1-3 Day(s) Bugs

- Revised for formatting
- Replicated and Verified

4-30 Days Bugs

- Allowed time to verify and replicate if it has not been done yet.
- Fixed, tested, and all appropriate fields are updated.

30+ Days Bug is Reviewed

- Closed as Not A Bug if
  - Unable to Verify – Can be reopened if steps are provided to replicate.
  - Review during Product Meeting before closing.
- Follow up is required if status is
  - Verified
  - In Development
  - No updates/chatter annotated on bug.

Revised 01/31/2018