Guidelines for DFDR Template Usage

Version 1.0

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1. Purpose

The purpose of this document is to guide IGATE Corporate University participants in order to identify and report defect free defects in learning environment during training period. This document establishes standard guidelines to be followed while writing defects using Defect Tracking Template.

2. Introduction

Reporting the defects is one of the very important activities in the software testing process. Reporting defect free defects is an activity that has a great impact on the quality of the product delivered. It helps the developers to rectify the errors and improvise the product. So, it is very important to write a defect report that is itself defect free. This document will guide participants about how to make proper usage of the Defect Tracking Template for reporting the defects found while executing the test cases.

3. Standard Guidelines

3.1 Name of the template – Defect Tracking Sheet (TMT/TD05/TMP)

3.2 Usage – This template will be used by the participants to report defect free defects

3.3 The table 3.1 lists the standard approach for using Defect Tracking Sheet – Project Profile sheet

3.4 The table 3.2 lists the standard approach for using Defect Tracking Sheet – Defect Tracking Sheet

Project Profile Sheet

Table 3.1

Sr. No	Column Name	Description	Example	Mandatory/ Optional
1	Project ID	This column will contain the id of the project under test currently.	PRJ_OnlineAirlineBooking_001	Mandatory
2	Project Name	This column will contain the name of the project under test.	FlyWithMe Online Airline Booking System	Mandatory
3	Prepared/Modified by	This column will contain the name of the person who has	Amit Pandit	Mandatory

		used this template for reporting the defects or who has modified this template to incorporate changes in the template.		
4	Role	This column will contain the role of a person in the organization who has prepared or modified this template.	Test Engineer	Mandatory
5	Date of Preparation	This column will contain the preparation date of this template	20/07/2015	Mandatory
6	Reviewed by	This column will contain the name of the person who has reviewed the contents of this template.	Smita Kulkarni	Mandatory
7	Role	This column will contain the role of a person in the organization who has reviewed the contents of this template.	Test Team Lead\Test Manager Or Team Member Name	Mandatory
8	Date of Review	This column will contain the review date of this template.	21/07/2015	Mandatory
9	Approved by	This column will contain the name of the person who has	Manish Samant	Mandatory

Sr. No	Column Name	Description	Example	Mandatory/ Optional
		approved the reviewed changes in this template.		
10	Role	This column will contain the role of a person in the organization who has approved this template for the changes.	Project Manager\Program Manager Or Faculty Name\Batch Mentor Name	Mandatory
11	Date of Approval	This column will contain the date of approval of this template.	22/07/2015	Mandatory
12	Circulation List	This column will contain details about circulation list.	-	Optional
13	Version Number	This column will contain template version no.	1.0	Optional

Defect Tracking Sheet

<p align="center">**Table 3.2**</p>

Sr. No	Column Name	Description	Example	Mandatory/ Optional
1	Project ID:	This column will contain the id of the project under test currently.	PRJ_OnlineAirlineBooking_001	Mandatory
2	Project Name	This column will contain the name of the project under test.	FlyWithMe Online Airline Booking System	Mandatory
3	Defect Id	This column will contain the unique id given to a defect. It is	DF_LOGIN_001 DF = Prefix LOGIN = Module Name	Mandatory

			always a good practice to give a unique and meaningful id to the defect so that it can help anyone who is going to refer the defect report sheet in future.	001 = Unique defect id	
4	Module name	-This column will contain the name of the module under test.	Example : Login Registration	Mandatory
5	Defect Summary	This column will contain the summary of the defect found while executing the test cases. The defect summary is to be mentioned in 1 or 2 lines. It should be kept clear and concise.	Example : 1. The mobile No field in the registration form is found to accept characters 2. The Emp Name field in the registration form is found editable. 3. The password field in the login form is found to accept incorrect password.	Mandatory
6	Defect Description	This column will contain the detailed description of the defect found. The steps that were followed while executing the test case which resulted in finding this error. These steps need to be mentioned in detail. It should be written in such	**Example:** **Detailed Description:** The user logins in to the application and then selects the registration link provided. He enters the details in the registration form and submits the form. The mobile no field in the registration form is found to accept characters. **Steps To reproduce the bug:** 1. Open Browser 2. Enter URL for the website 3. Click on Login link 4. Enter Username 5. Enter Password 6. Click on Sign In button 7. Click on the "To register" link 8. Enter the details in the registration form	Mandatory

		a way that the developer is able to reproduce the defect. The steps to reproduce needs to be mentioned in case of a complex or lengthy navigation. It can be skipped in case of cosmetic defects.	9. Enter characters in the phone number field of the form 10. Click on submit button **Actual result observed on running above steps:** On executing the above steps it is observed that the application accepts characters in the phone number field and does not show any error message as expected.	
7	Defect Category	This column will categorize the defect based on the category it belongs to. Select the appropriate category of the defect from the drop down list in the template. The values in the drop down list are Coding, Design, Enhancement, New Requirement, Query, Documentation, Master Data and Test Review. The description of each of these is given in the class book.	Example: Coding Design	Mandatory
8	Detected in Browser	This column will contain the name of the browser the	Example: Internet Explorer Google Chrome	Mandatory

		defect was found in.		
9	Environment	The environment in which the testing was done and the defect detected is mentioned in this column. The environment should be chosen from the list in the drop down list provided in the template. The values are Internal Dev, Internal QA, External Dev and External QA .Internal refers to the tester's or developer's end whereas external refers to the client's side environment.	Internal QA	Mandatory
10	Defect Severity	This column is filled based on the impact the defect has on the quality and the overall functionality of the application. Based on the severity mentioned in this column the defect is picked up for fixing. The value needs to be	Po	Mandatory

		selected from the drop down list. The description of each value is provided in the comment section of the column heading. The values this column can hold are P0,P1,P2,P3,High,Low and Medium		
11	Defect Priority	This column will help in prioritizing the defect. Based on the priority mentioned in this column the defect is picked for fixing up. The value needs to be selected from the drop down list. The values this column can hold are High, Low and Medium	High	Mandatory
12	Detected in Release #	Mention the release no of the application in this build where the defect was found. The release no should be a sequence based versioning scheme. The	Example – 1.2.01 1= Major 2=Minor 01= Build	Mandatory

		format followed is major.minor.build where Major denotes a major change or implementation, minor denotes a minor feature added or changed in that particular build of the application		
13	Detected in Build #	Mention the build number where the defect was found.	01	Mandatory
14	Reported Date	This column should contain the date when the defect detected was reported. The reported date can be different than the detected date.	12/07/2015	Mandatory
15	Reported By	This column will contain the name of the tester or the person who found the defect in the application.	MaryAnne Thomas	Mandatory
16	Assigned To	This column will contain the name of the developer or the person who is assigned to fix the defect in the application. While reporting the defect the	Supriya Gohel	Mandatory

		tester should leave this column empty as it will be filled by the team leader.		
17	Status	This column contains the status of the defect. The value needs to be selected from the drop down list. The values this column can hold are Verified, Closed, Reopened, Fixed, ACT(active),CNR (Could Not Repeated),NOD (Reported Bug Not a Defect) and REP (Repeated).	ACT	Mandatory
18	Review type / Test Cycle	This column contains the review type or test cycle number during which the defect was found in the application. The value needs to be selected from the drop down list. The values this column can hold are PPR (Peer-Peer Review), SR (Self Review),	PPR	Mandatory

		and QPR (Quality Probe Review) under Reviews. Under Test Cycle it can contain (RT)Random Testing and Using Test Case(UTC) .		
19	Test Case No.	This column contains the Test Case ID of the test case that was executed and the defect was found during test case execution.	TC_LOGIN_001	Mandatory
20	Fixed By	This column will contain the name of the developer or the person who has fixed the defect in the application. While reporting the defect the tester should keep this column empty as it will be filled in after the defect is fixed.	Geo George	Mandatory
21	Fixed Date	This column will contain the date when the defect was fixed. While reporting the defect the tester should keep this column empty	15/07/2015	Mandatory

		as it will be filled in after the defect is fixed.		
22	Verified Date	This column will contain the date when the fixed defect was verified by the tester. While reporting the defect the tester should keep this column empty as it will be filled in after the defect fixing is verified.	16/07/2015	Mandatory
23	Verified By	This column will contain the name of the person who has verified the defect. While reporting the defect the tester should keep this column empty as it will be filled in after the defect fixing is verified.	Kaniz Syed	Mandatory
24	Verified in Release #	Mention the release no of the application in this build where the fixed defect was verified. The release no should be a sequence based versioning	Example – 1.2.01 1= Major 2=Minor 01= Build	Mandatory

		scheme. The format followed is major.minor.build where Major denotes a major change or implementation, minor denotes a minor feature added or changed in that particular build of the application. While reporting the defect the tester should keep this column empty as it will be filled in after the defect fixing is verified.		
25	Verified in Build #	Mention the build number where the defect was verified. While reporting the defect the tester should keep this column empty as it will be filled in after the defect fixing is verified.	02	Mandatory
26	Attachments	This column will contain the screen shots, temp files that will serve as a proof of the defect found. It	<<screenshots>>	Mandatory

		will help in describing more about the defect and hence give more information to the developer fixing the defect.		
27	Comments	It should contain the details of all the comments made by all those who touched the defect s till date. It should be captured date wise.	Example: 12/4/15- The data type of mobile number field was changed and tested again 13/4/15- The range of the mobile number field was changed 14/4/15-The mobile number field was tested for new range	Mandatory

Revision History
Out of scope