# Defect Tracking Policy

# Defect Repository

## The defects will be stored in an excel spreadsheet that will be checked in and out of the codebase repository

# Title

## The defect title should include “DE” followed by the defect number as well as a short summary.

# Defect Severity Level

## Each defect should be associated with a severity level between 1 and 5

### Crash/Major Data Loss

### Hidden Errors

### High

### Low

### Cosmetic

# Description

## Each defect should be given a more detailed description, including steps to reproduce the issue and the expected results

# Submitter

## The submitter should be associated with the defect when it is filed and testers should generally be the ones who submit defects.

# Defect Status

## Defects will transition between four phases.

### Submitted - This will be the original status of the defect when it is filed

### Open - When a developer begins to look at the defect they will change the status to open

### Fixed/Resolved - When the developer has resolved the defect, at this point the defect should go back to the original submitter for their review

### Closed - The defect will be closed by the original submitter