Purpose

Track, prioritize, and manage defects identified during UAT to ensure business requirements are met before sign-off.

Defect Log Template

Defect ID	UAT Scenario ID	Process	Defect Title	Defect Description	Severity	Priority	Status	Raised By	Assigned To	Identified Date	Target Fix Date	Resolution Notes

Column Definitions

- Defect ID – Unique defect reference (e.g., DEF-UAT-012)
- UAT Scenario ID – Linked test scenario (e.g., UAT-IN-02)
- Process – Inbound / Putaway / Cycle Count / Replenishment / Picking
- Defect Title – Short summary of issue
- Defect Description – What failed vs expected behavior
- Severity – Business impact
- Critical / High / Medium / Low
- Priority – Fix urgency
- P1 / P2 / P3
- Status – Open / In Progress / Fixed / Retest / Closed
- Raised By – Business tester (Supervisor, Associate)
- Assigned To – IT / Vendor / Support Team
- Identified Date – Date defect found

- Target Fix Date – Expected resolution date
- Resolution Notes – Fix details / retest outcome

Defect Log Sample

Defect ID	UAT Scenario ID	Process	Defect Title	Defect Description	Severity	Priority	Status	Raised By	Assigned To	Identified Date	Target Fix Date	Resolution Notes
DEF-UAT-004	UAT-PU-03	Putaway	Inventory updated before putaway confirmation	QOH updated before SKU scanned into location	High	P1	Fixed	Warehouse Supervisor	IT Support	10-Jan-2025	12-Jan-2025	Validation rule corrected; retested