

BUG REPORT TEMPLATE

#BugID:

- [Auto-generated by bug tracking application] OR Assigned manually following a sequence

Title:

- A concise, crisp one-liner that highlights the problem

Description:

- Core of the bug report - a brief description of the bug.
- It should be clear and easy to read, providing enough detail so others can understand where the issue

Steps to Reproduce:

- A step-by-step description of your actions leading to the bug's discovery.

Expected Result:

- The behavior of the application/system that was expected by the requirements / user.

Actual Result:

- The actual behavior observed by the user.

Severity:

- Impact the bug has on the system's functionality or performance.
- It can generally be categorized as Critical, Major, Minor, or Trivial

Priority:

- The urgency with which a bug should be addressed and fixed.
- It is determined based on factors like customer impact, release schedules, and business needs.
- It is usually categorized as Non Shippable, High, Medium or Low.

Attachment / Proof:

- Visual aids such as screenshots and screen recordings offer concrete evidence of the bug.
- Understanding an issue is often easier with visual representation.

Environment:

- The specific conditions under which the bug was discovered.
- Bugs often behave differently depending on various factors, such as Device used, Operating System, Software version, etc.

Reporter:

- The person who identifies and reports the bug.

Assignee:

- The person who is responsible for fixing the bug.
- This individual is tasked with investigating the issue, implementing a solution, and verifying that the fix resolves the problem.

Date and Time:

- When the bug was reported, which can be useful for tracking and prioritizing.

Additional Information:

- Any other relevant details, such as error messages, system logs, or specific configurations that might affect the bug.