

Table of Contents

- Bug Tracking & Reporting Template** 3
- Bug Tracking & Reporting Template** 4
- Bug Report** 4
- Bug ID: 4
- Title: 4
- Reported By: 4
- Date Reported: 4
- Environment: 4
- Severity: 5
- Priority: 5
- Description: 5
- Steps to Reproduce: 5
- Actual Result: 5
- Expected Result: 5
- Screenshots/Attachments: 5
- Status: 5
- Comments: 5

Bug Tracking & Reporting Template

A Bug Tracking and Reporting Template is a standardized document or tool used to record, track, and report defects or issues found in software development projects, applications, or products. Its primary purpose is to facilitate effective communication among project stakeholders, including developers, quality assurance (QA) teams, project managers, and customers.

The template typically includes the following essential elements:

1. **Bug ID:** A unique identifier for each bug to track it throughout its lifecycle.
2. **Title:** A brief description of the issue or defect.
3. **Description:** A detailed explanation of the problem, including steps to reproduce it and any relevant screenshots or logs.
4. **Priority:** The level of urgency assigned to the bug, such as high, medium, or low.
5. **Severity:** The impact of the bug on the system or application, such as critical, major, minor, or trivial.
6. **Status:** The current state of the bug, including:
 - New: Initial report
 - In Progress: Being worked on by a developer or QA team member
 - Resolved: Fixed and verified
 - Verified: Confirmed to be fixed
 - Closed: Complete resolution and verification
7. **Assigned To:** The person responsible for investigating, reproducing, and fixing the bug.
8. **Reported By:** The person who initially reported the bug.
9. **Date Reported:** The date when the bug was first reported.
10. **Date Resolved:** The date when the bug was fixed and verified.
11. **Steps to Reproduce:** A step-by-step guide on how to reproduce the issue.
12. **Expected Result:** What the user or system expected to happen in the scenario described.
13. **Actual Result:** What actually happened in the scenario described.
14. **Attachments:** Any additional files, screenshots, or logs related to the bug.

Benefits of using a Bug Tracking and Reporting Template:

1. **Improved communication:** Ensures that all stakeholders have access to relevant information about each bug.
2. **Faster resolution:** Allows developers to quickly understand the issue and prioritize their work accordingly.
3. **Better tracking:** Enables teams to track bugs throughout their lifecycle, from initial report to final resolution.
4. **Enhanced transparency:** Provides a clear understanding of the bug's status and progress.

Tools that support Bug Tracking and Reporting Templates include:

1. JIRA

2. Bugzilla
3. Trello
4. Asana
5. Microsoft Teams
6. GitHub Issues

When creating or using a Bug Tracking and Reporting Template, consider the following best practices:

1. **Customize it:** Tailor the template to fit your team's specific needs and processes.
2. **Keep it concise:** Ensure that essential information is included without overwhelming users with too much data.
3. **Regularly review and update:** Periodically assess the effectiveness of the template and make adjustments as needed.

By using a Bug Tracking and Reporting Template, teams can streamline their bug management process, improve communication, and ultimately deliver higher-quality software products.

template

Bug Tracking & Reporting Template

Bug Report

Bug ID:

<!-- * Unique identifier for the bug -->

Title:

<!-- * Short and descriptive title of the bug -->

Reported By:

<!-- * Your name or identifier -->

Date Reported:

<!-- * Date when the bug was reported -->

Environment:

- **Operating System:** <!-- * OS version -->
- **Browser:** <!-- * Browser name and version (if applicable) -->
- **App Version:** <!-- * Version of the application where the bug was found -->

Severity:

- Critical
- Major
- Minor
- Trivial

Priority:

- High
- Medium
- Low

Description:

<!-- * Detailed explanation of the bug, what is happening and what was expected -->

Steps to Reproduce:

1. <!-- * Step 1 -->
2. <!-- * Step 2 -->
3. <!-- * Step 3 -->
4. <!-- * Additional steps as necessary -->

Actual Result:

<!-- * Describe what actually happens when the bug is encountered -->

Expected Result:

<!-- * Describe what should happen instead -->

Screenshots/Attachments:

<!-- * Include screenshots or files that help illustrate the bug -->

Status:

- Open
- In Progress
- Resolved
- Closed

Comments:

<!-- * Any additional notes or comments regarding the bug -->



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