## **BUG REPORT TEMPLATE**

Track your bugs' impact on your business and software performance with this easily fillable bug report template. Columns provided you with bugs' Severity, Business Impact, Functionality, Performance, Stability, and Graphical/UX details. Determine if any particular bug is a "Showstopper," if it's "Major," "Minor," or "Low" in terms of severity; provide others with details of the impact on business (e.g., related to deliverables, revenue, customer satisfaction, etc.); detail the expected functionality (as opposed to the actual functionality that resulted in a bug)—and other details in order to provide members of Product, QA, Development, and Customer Service the behavior, status, and expected timeframe for fixing any particular bug.

| DEFECT ID | DESCRIPTION | SEVERITY | BUSINESS IMPACT | FUNCTIONALITY | PERFORMANCE | STABILITY | GRAPHICAL /<br>UX DETAILS |
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