|  |  |  |
| --- | --- | --- |
|   | **A picture containing text  Description automatically generatedPROJECT QUALITY CHECKLIST TEMPLATE**  |   |
|  | **DEFECT ID** |   | **AUTHOR** |   | **RELEASE BUILD NO.** |   |  |
|  | *A unique ID so that the bug can be referenced* |   | T*he person writing the bug report* |   | *The release build number of the software in which the bug was detected*  |   |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **OPEN DATE** |   | **PROBLEM AREA** |   | **PROBLEM DESCRIPTION** |   |  |
|  |   |   |   |   |   |   |  |
|  | **CLOSE DATE** |   | **PROBLEM TITLE** |   | **CURRENT ENVIRONMENT** |   |  |
|  |   |   |   |   |   |   |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DEFECT TYPE** | **X** | **WHO DETECTED** | **X** | **HOW DETECTED** | **X** |  |
|  | Functionality |  | Quality Assurance |  | Testing |  |  |
|  | Architectural |  | External Customer |  | Review |  |  |
|  | Connectivity |  | Internal Customer |  | Walkthrough |  |  |
|  | Consistency |  | Development |  | JAD |  |  |
|  | Database Integrity |  | **PRIORITY** | **X** | **STATUS** | **X** |  |
|  | Documentation |  | Critical |  | Open |  |  |
|  | GUI |  | High |  | Being Reviewed by Development |  |  |
|  | Installation |  | Medium |  | Returned by Development |  |  |
|  | Memory |  | Low |  | Ready for Testing in the Next Build |  |  |
|  | Performance |  | **SEVERITY** | **X** | Closed (QA) |  |  |
|  | Security and Controls |  | Critical |  | Returned by (QA) |  |  |
|  | Standards and Conventions |  | High |  | Deferred to the Next Release |  |  |
|  | Stress |  | Medium |  | **ASSIGNED TO** |   |  |
|  | Usability |  | Low |  |   |   |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **STATUS DESCRIPTION** |   | **FIXED BY** |   | **PLANNED FIX BUILD NO.**  |   |  |
|  |   |   |   |   |   |   |  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |