|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **[A picture containing text  Description automatically generated](https://bit.ly/3FfVqWs)PROJECT 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.** |  |  |
|  |  |  |  |  |  |  |  |

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