

YOUR COMPANY'S NAME _____

CONFIDENTIAL

PROBLEM REPORT # _____

PROGRAM _____

RELEASE _____

VERSION _____

REPORT TYPE (1-6) _____

SEVERITY (1-3) _____

ATTACHMENTS (Y/N) _____

1 - Coding error 4 - Documentation
2 - Design issue 5 - Hardware
3 - Suggestion 6 - Query

1 - Fatal
2 - Serious
3 - Minor

If yes, describe:

PROBLEM SUMMARY _____

CAN YOU REPRODUCE THE PROBLEM? (Y/N) _____

PROBLEM AND HOW TO REPRODUCE IT _____

SUGGESTED FIX (optional) _____

REPORTED BY _____

DATE __/__/__

ITEMS BELOW ARE FOR USE ONLY BY THE DEVELOPMENT TEAM

FUNCTIONAL AREA _____

ASSIGNED TO _____

COMMENTS _____

STATUS (1-2) _____

1 - Open 2 - Closed

PRIORITY (1-5) _____

RESOLUTION (1-9) _____

RESOLUTION VERSION _____

1 - Pending 4 - Deferred 7 - Withdrawn by reporter
2 - Fixed 5 - As designed 8 - Need more info
3 - Irreproducible 6 - Can't be fixed 9 - Disagree with suggestion

RESOLVED BY _____

DATE __/__/__

RESOLUTION TESTED BY _____

DATE __/__/__

TREAT AS DEFERRED (Y/N) _____

Figure 1.3 The Problem Report form

1

AN EXAMPLE
TEST SERIES