

## Defect log example

This is an example of a template for logging errors (defects) found when testing your new or updated system during implementation.

### Instructions:

Complete a single row for each error.

- » Every error (defect) should have an ID number.
- » Severity codes are determined by the impact it will have on that business process.
  - > Critical: the system does not work
  - > Major: the system works but is not working as required and makes it difficult or impossible to complete a task
  - > Minor: the system works but minor errors are present for example spelling, custom terminology
  - > Suggestion: not an error, but something that could be added at a future date to improve the system.
- » Status indicates whether the error has been fixed or not, or deferred to later

ID No	Problem description	Requirements number	Severity (critical, major, minor, suggestion)	Status (open, closed, deferred)	Date Reported	Date fixed	Notes (describing actions, feedback etc.)

Note: If you are comfortable with Microsoft Excel, you may wish to create a defect log similar to the above Excel so you can filter defects.