Defect Recording Log Instructions

Personal Software Process for Engineers

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| Purpose | To hold the data on each defect as you find and correct it  You use these data to complete the Project Plan Summary. |
| General | • Record in this log all defects found in reviews, compile/build, and test.  • Record each defect separately and completely. |
| Header | Enter the following:  • Your name  • Today’s date  • The instructor’s name  • The number of the program |
| Date | The date when the defect was found. |
| Number | The defect number (running count) |
| Type | The defect type from the defect type standard  Use your best judgment in selecting which type applies. |
| Injection Activity | The activity during which this defect was injected  Use your best judgment. |
| Removal Activity | Enter the activity during which the defect was removed.  This is typically the activity during which you found the defect. |
| Fix Time | The amount of time it took after discovery to fix the defect  This time can be determined by stopwatch or by judgment. |
| Original Defect | If you injected this defect while fixing another defect, record the number of the improperly fixed defect. |
| Description | What was wrong, missing, or inadequate?  Write a succinct description of the defect that is clear enough to later remind you about the error and help you remember why you made it.  Explain what had to be changed and why it was wrong.  You may also include a description of the defect symptom and triggering conditions. |

Document Markings

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