

Table 12.3 Defect Recording Log Instructions

Purpose	This form holds data on each defect as you find and correct it. Use these data to complete the Project Plan Summary.
General	Record all review, compile, and test defects in this log. Record each defect separately and completely. If you need additional space, use another copy of the form.
Header	Enter the following: - your name - today's date - the instructor's name - the number of the program
Date	Enter the date when the defect was found.
Number	Number each defect. For each program, use a sequential number starting with 1 (or 001, etc.).
Type	Enter the defect type from the defect type list in Table 12.1 (also summarized in the top left corner of the Defect Recording Log). Use your judgment in selecting which type applies.
Inject	Enter the phase during which the defect was injected. Use your judgment.
Remove	Enter the phase during which the defect was removed. This would generally be the phase during which you found and fixed the defect.
Fix Time	Estimate or measure the time required to find and fix the defect. You can use a stop watch if you wish.
Fix Defect	You may ignore this entry at this time. If you injected this defect while fixing another defect, record the number of the improperly fixed defect. If you cannot identify the defect number, enter an X in the Fix Defect box.
Description	Write a succinct description of the defect. Make the description clear enough to later remind you about the error that caused the defect and why you made it.