

Reproducible defect report workbook

Describe an observed fault with enough detail for another authorised person to investigate. Separate evidence from assumptions.

Describe and reproduce

Title and application area

Environment version and role

Starting state and fictional data

Steps in order

Expected result and requirement

Actual result and error message

Evidence impact and next step

Frequency and known conditions

Evidence reference in authorised location

User or process effect

Second reviewer reproduction result

Unresolved questions without assumed cause

Next action owner and review

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. This practice document does not replace a test strategy or authorise a live release.