

Bugs: Briefing Template

**Bug Name:** Add here

**Jira Ticket:** Add here

**Background**

Add background information about the brief, why we are doing it, who the end user is, and how it will help them.

**Overview of the problem**

What is the overarching business problem this new feature is there to solve?

**Steps**

Please add the steps for the bug from beginning to end so that the dev team have a good understanding of what the issue is. In addition to this please also add the screenshots.

**Additional information**

This section is for any additional information you may have for the development team that will help them. E.g. competitor information, GA insights etc.

**Timings**

List the details of when you need things

**Priority setting: (Project owner)**

**Fixed by:**

**Sign off by QA by:**

**Project owner:** Who is accountable for this project

**Project Sponsor:** Who is overseeing this project

(please ensure the brief is signed off by the sponsor before adding it to Jira)