DOs and DON’Ts

Spring Cleaning

Defects Spring Clean-Up

**DOs**

- ✓ Do set time aside at least once a year for this task. If you don’t set time aside and ignore it for too long, it will become a daunting task.
- ✓ Do look at the lowest priority issues first. If it was marked trivial three years ago, it’s likely to be even less relevant today.
- ✓ Do a high-level re-test of issues that are stale. They may have actually already been fixed in recent releases or feature changes may have made their priority higher or lower.
- ✓ Do consider gathering a group of stakeholders together and step through a large chunk of issues. It can be the fastest way to resolve them.
- ✓ Do set criteria for keeping and closing issues before starting the spring clean-up. It’s easier to make decisions when everyone agrees on the methodology.
- ✓ Do advocate for an un-loved defect to get put into an active backlog if it is reasonable to do so.
- ✓ Do re-assign stale defects to the appropriate person and set a timeline for corrective actions to occur.
DOs and DON’Ts

Spring Cleaning

DON’Ts

✗ Don’t delete something simply because it’s trivial or old. There are many factors that might still make an older issue relevant.

✗ Don’t keep something just because it’s someone’s pet bug. Hold the constant criteria assessment for keeping or closing all bugs and tests.

✗ Don’t delete issues, close them. This makes them still available to learn from and search back to in the future.

✗ Don’t exclude closed items from searches. If the bug is found again, you want your duplicate search to bring back the closed item.

✗ Don’t advocate to fix old issues without finding out if the work-arounds that have been produced are now core features in the application.

✗ Don’t renumber defects.

✗ Don’t keep things open just because they are a valid bug. If it isn’t a high enough priority to get fixed, it’s enough that it’s in the system for reproducibility, even if closed. Utilize Deferred or Backlog statuses when they are available.