### Email/Electronic

1. Identify work product reviewers - The number of reviewers will depend upon the type and complexity of the work product to be reviewed. When there are more than two reviewers, the owner may assign different reviewers different areas of review responsibility in order to maximize efficiency.
2. Prepare work product review package – Create a work product package that consists of the items listed below. A very large work product may be subdivided into smaller review packages, each to be reviewed separately.
3. Work product (or subset of) being reviewed
4. Associated checklists
5. Work product review template or explanation of how to report issues (Excel spreadsheet)
6. Distribute work product review package to reviewers – The review package may be emailed to reviewers, posted on a dashboard, or stored on a network drive accessible to all reviewers. If posted on a dashboard or stored on a network, provide location to reviewers via email.
7. Notify reviewers of review deadline – Send an email to the reviewers informing them of the deadline in which to provide feedback to the owner. Include instructions on how to provide the feedback (posted on dashboard, emailed, et cetera).This information may be included in the email used to distribute the review package. Allow 5 or more working days after distribution of the review package to allow the reviewers time to review the work product.
8. Evaluate the work product – The reviewers use the time before the scheduled deadline to individually review the work product and record their observations. They may consult with the owner for clarification if needed. Use code checklists. Teacher will provide. Use spreadsheet to document findings.
   1. Use MIT Code Review guidance web page for help

[Reading 4: Code Review (mit.edu)](http://web.mit.edu/6.005/www/fa15/classes/04-code-review/)

1. Provide findings to the work product owner – The reviewers shall provide their recorded findings to the owner by the review deadline.
2. Evaluate and consolidate reviewer findings – The owner reviews and evaluates the findings for incorporation into the work product. The owner may choose to reject or defer findings. Reasons for rejections and deferrals must be recorded (preferably in the Work Product Review spreadsheet).
3. Update work product as needed – Owner updates the work product and provides a copy to all reviewers. Updated work product is stored in the appropriate repository.
4. Update Work Product Review spreadsheet, if used – Ensure all recorded actions are addressed and that metrics data is captured.
5. Archive review artifacts – Owner stores the review artifacts in the appropriate repository (NEED THIS FOR GRADE)—THIS IS BE ZIPPED UP AND SENT IN CANVAS