

Software Engineering Group 11

SE.QA.07.S

Review Standards Summary

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SE.QA.07 – Review Standards

1. Introduction

1.1. Purpose of Document

The Purpose of this document is to provide an outline and summary of the content included in SE.QA.07^[1] for group members to use as a basic reference when looking into the review process.

1.2. Scope

The Summary aims to act as a basic guide and a quick referencing material for all members of the group and is to be used in conjunction with the original SE.QA.07^[1] provided.

1.3. Objectives

SE.QA.07^[1] identifies the conditions for successful reviews of project items it covers:-

- Framework for review
- Mechanisms for review
- Procedure or a review

2. Overview of a Review

- Detection of errors not the correction of them
- Testing but for documentation rather than the system
- For procedure see SE.QA.08
- Comments made on items should not be taken as criticism of an individual but as constructive means to detect and solve problems
- A review will be held before release of an item so it will have draft status
- Review should follow these steps
 - Select the review time and arrange time and place
 - The team must include the Project leader the QA manager and the author/s of the item.
 - Where possible as many of the other group members should be present
 - QA is responsible for arranging review meetings
 - They must contact all relevant members and arrange time and date that suit all needed members
 - Should not take more than 2 hours
 - 1 week notice should be given
 - QA to find a room for the review
 - Distribute relevant Documents
 - QA must distribute all relevant documents in advance of the meeting
 - These documents must be available plus anymore QA thinks are needed
 - For Requirement specification review – the requirement spec should be available
 - For Design specification review – the requirement and the design spec should be available

- For Test specification review – the requirement spec, the design spec and the test spec should be available
 - For Software verification review – the requirement spec and code should be available
- The correct versions must be used and QA is in charge of ensuring this
- The QA should email all needed content out to required members along with
 - Date, time and place of meeting
 - Name and version of each item needed for the review
 - Attaching item to be reviewed
- Conduct the Review
 - Chaired by the Project Leader
 - Issues recorded by QA
 - All members should constructively criticize the item on review
 - SE.QA.07 contains appendices of checklists which will be available as templates
 - QA should take brief minutes
 - QA should create a GitHub issue for each problem identified
 - After meeting QA will process the GitHub issues and if need be assign corrective actions
 -
- Note actions and complete create GitHub issues (see SE.QA.08^[2])

REFERENCES

[1] QA Document SE.QA.07 – Review Standards

[2] QA Document SE.QA.08 - Operating Procedures and Configuration Management Standards.

DOCUMENT HISTORY

| Version | CCF No. | Date | Changes made to document | Changed by |
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| 1.0 | N/A | 18/10/14 | Document Created and Structured | TCG2 |