

Software Engineering Group 11

SE_11_QA_07

Review Standards Summary

Author:	Theo Goree (tcg2)
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Department of Computer Science
Aberystwyth University
Aberystwyth
Ceredigion
SY23 3DB

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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

This document aims to be 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

This document 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])

3. REFERENCES

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

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

4. DOCUMENT HISTORY

Version	CCF No.	Date	Changes made to document	Changed by
1.0	N/A	18/10/14	Document Created and Structured	Tcg2
1.1	N/A	11/11/14	Document Updated Onto new Template supplied by als48	Tcg2