

Inspection Moderator's Checklist

Things to Bring to the Inspection Meeting

- ☐ Inspection summary report with inspection identification, work product description, inspector names and roles, pages or lines of code planned for inspection, total overview effort, and planning effort filled in.
- ☐ Typo list for participants to share.
- ☐ Issue log for the recorder.
- ☐ Inspection Lessons Learned questionnaire.
- ☐ Attention-getting device.
- ☐ Easel paper and markers for action items and other issues that come up.
- ☐ Appropriate work product defect checklist or rule set.
- ☐ For a reinspection, the issues list from the previous inspection.

At the Start of the Inspection Meeting

- ☐ Perform introductions if participants do not all know each other.
- ☐ Identify the author and the individuals performing the reader and recorder roles.
- ☐ Announce the work product being inspected and state the author's inspection objectives.
- ☐ **Say:** The author has created this product and asked us to help make it better. Please focus your comments on improving the product.
- ☐ **Say:** Look beneath the superficial minor defects or style issues you see, to hunt out significant defects. If you aren't sure if something is a defect, point it out and we'll decide as a team.
- ☐ **Say:** Our goal is to identify defects, not devise solutions. In general, I will permit about 1 minute of discussion on an issue to see if it can be resolved quickly. If not, I will ask that it be recorded and we'll move on to try to find additional defects.
- ☐ **Say:** If anyone spots a typo or small cosmetic problem, please record it on the typo list, rather than bringing it up in the discussion.
- ☐ **Say:** Let's have only one person speaking at a time, so there aren't multiple meetings going on simultaneously.
- ☐ Explain any attention-getting device you will use. Ask inspectors to respect your interruption and yield the floor to you.
- ☐ **Ask the author:** If the inspectors have the current version of the document or whether he has made any significant changes in it that might affect the inspection.
- ☐ **Say:** At the end of the meeting, we'll decide what our appraisal of this product is: accepted as is, accepted conditionally upon verification, re-inspection needed, or inspection not completed. Describe how the group will make the appraisal decision.
- ☐ **Say:** We'll take a few minutes to discuss lessons learned from the inspection at the end of the meeting.
- ☐ **Ask the inspectors:** If they have any questions.
- ☐ Record everyone's preparation time on the inspection summary report and add them up to get the total preparation effort. Judge whether it is sufficient to proceed with the meeting or whether you should reschedule it.
- ☐ **Ask the inspectors:** For any positive comments they wish to make about the initial deliverable.
- ☐ **Ask the inspectors:** For any global observations that pertain to the entire document.
- ☐ **Ask the reader:** To begin.

At the End of the Inspection Meeting

- ☐ Lead the team to a product appraisal and record it on the inspection summary report.
- ☐ If the appraisal was "accept conditionally," determine who will do follow-up verification, and write his or her name on the inspection summary report.
- ☐ Record the actual pages or lines of code inspected.
- ☐ Collect lessons learned from this inspection.
- ☐ Remind inspectors to pass their typo lists to the author before they leave.
- ☐ Provide copies of the issue log to the author and verifier.
- ☐ Record the meeting time on the inspection summary report.
- ☐ If a separate action items list was generated, deliver it to the appropriate individual(s).

After Rework is Completed

- ☐ Get the actual rework time, the total number of major and minor defects found, and the number of major and minor defects corrected from the author. Record the rework time on the inspection summary report.
- ☐ Give the inspection summary report and the summary defect metrics to the peer review coordinator. If the coordinator needs defect details to enter into the inspection database, also give him the issue log.