

The Review Process

Review process phases

- Phase 1 - Individual reviews
- Phase 2 - Review meeting
- Phase 3 - Closure

Phase 1 – Individual reviews

- Project team:
 - Materials summarizing the team's work should be sent to reviewers on time.
- Review team:
 - Members read the material to understand team's logic and the supporting data.
 - Members identify issues and records using the template provided.
 - Record each issue separately. Do not generalize
 - Review team integrates the the issue list.
 - Review team submits the issue list on time.

REVIEW DOCUMENT			
t Date:		Starter:	
ect Name:		Number of Pages:	
duct Name:		Product Definition:	
e Assignments:	Review Leader:		
	Reviewers:	1.	3.
		2.	4.
iew Materials:	1.		
ned Number of Errors:			
essment Status:	ACCEPTED ____ as it is ____ with rework		REJECTED ____ review again
ROR TYPES			
or Type Number	Error Type Definition	Number of Errors Found	
	Spelling (grammar, punctuation, etc)		
	Inconsistency with the standards		
	Uncertain		
	Incorrect		
	Inapplicable		
	Internal Inconsistency		
	External Inconsistency		
	Incomplete/Insufficient/Missing		
	Other		
	TOTAL		
uired Effort to rect	Error Importance	Number of Errors Found	
	Minor - that is not likely to reduce materially the usability of the unit of product for its intended purpose, or is a departure from established standards having little bearing on the effective use or operation of the unit of product.		
	Major - other than critical, that is likely to result in failure, or to reduce materially the usability of the unit of product for its intended purpose.		
	Critical - result in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the products; or prevent performance of the tactical function of a major end item.		
	TOTAL		

Phase 2 – Review meeting

- Review team:
 - Focus on the main messages you want to give to the project team.
 - Remember that we have about 30 minutes to complete the review.
 - We have time to work on critical and major issues.
- Project team:
 - Focus on the review team's main points?
 - Have we understood their point of view?
 - How will we address these main points?
 - Don't be defensive.

Phase 3 - Closure

- Reviewers and project team members reconvene.
 - What are the main messages sent and received
 - Any modifications to those messages
 - The project team's plans for next steps
- After the review
 - Review team updates the review report if needed.
 - Project team perform actions items to closure.
 - Project teams updates the review form with the resolutions and submits.