**Technical Review**

Technical reviews provide status and feedback on the products under review and the on on-going activities of a project.

A technical review is the primary method for communicating progress, coordinating tasks, monitoring risk, and transferring products and knowledge between the team members of a project.

**Technical Review Characteristics:**

* Technical Reviews are documented and uses a defect detection process that has peers and technical specialist as part of the review process.
* The Review process doesn't involve management participation.
* It is usually led by trained moderator who is NOT the author.
* The report is prepared with the list of issues that needs to be addressed.

**Parts of Technical Review:**

* Summarize the paper (1-3 paras). This sounds obvious, but it's critical. ...
* Critical evaluation (as long as necessary): Here's where you say what you think about the claims. ...
* Detailed comments: Now you focus on local details as much as necessary.

**Provide clear objectives and instructions for each review**

1. Educate the project team on what to review–and not review. ...
2. Clearly identify the document's purpose, audience, and scope.
3. Identify specific issues that need to be addressed in each review. ...
4. Establish sign-off protocols.

**The goals of the technical review are:**

1. To ensure that an early stage the technical concepts are used correctly
2. To access the value of technical concepts and alternatives in the product
3. To have consistency in the use and representation of technical concepts
4. To inform participants about the technical content of the document.

A technical review meeting is very similar to how it sounds. It is a meeting of project professionals to discuss detailed planning and technical issues such as engineering, manufacturing, etc. The technical review meeting allows you to identify specific issues and concerns.

**The Decision Maker** (the person for whom the technical review is conducted) determines if the review objectives have been met. The Review Leader is responsible for performing administrative tasks relative to the review, ensuring orderly conduct, and ensuring that the review meets its objectives.