‘X’ THE ITEM BEING REVIEWED: DATE:

|  |  |  |  |
| --- | --- | --- | --- |
| CHARTER X | SRS ▢ | STS ▢ | UM ▢ |
| SPMP ▢ | SDS ▢ | STR ▢ | Other ▢(specify below) |

|  |  |  |
| --- | --- | --- |
| MEMBER |  |  |
| 1. Cody Lanier | AUTHOR: X | REVIEWER: X |
| 2. Bai Xiong | AUTHOR: X | REVIEWER: X |
| 3. Ashley Finger | AUTHOR: X | REVIEWER: X |
| 4. Cody Prior | AUTHOR: X | REVIEWER: X |
| 5. Michel Watson | AUTHOR: X | REVIEWER: X |
| 6. Daniel Gallegos | AUTHOR: X | REVIEWER: X |

DESCRIPTION OF ITEM AND REVIEW MATERIALS:

The Project Charter serves as an introduction to the sponsor, their business, and jBehaving’s guidelines for managing the project.

For this technical review, the team will be going through the entire document section by section. Team members are expected to voice any perceived issues with currently reviewed section. Depending on the results of this review, the Charter will either be submitted on Thursday, or delayed a week.

|  |  |
| --- | --- |
| MEETING  TYPE: |  |
| X | Initial Inspection |
| ▢ | Re-inspection |

SUMMARY OF REVIEW FINDINGS:

Very good overall, minor changes needing to be made listed below.

RECOMMENDATION:

|  |  |  |  |
| --- | --- | --- | --- |
| Accepted (No further review needed) |  | Not Accepted |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ▢ | As is | ▢ | Major revisions (Reinspection required) |
| X | With minor revisions | ▢ | Review not completed (to be continued) |

INCLUDE THE “ISSUES LIST” PROVIDED BY EACH REVIEWER (the standard template is including on the next page).

‘X’ THE ITEM BEING REVIEWED: DATE:

|  |  |  |  |
| --- | --- | --- | --- |
| CHARTER X | SRS ▢ | STS ▢ | UM ▢ |
| SPMP ▢ | SDS ▢ | STR ▢ | Other ▢(specify below) |

TEAM MEMBER NAME

COMMENTS AND QUESTIONS:

|  |  |  |
| --- | --- | --- |
| ISSUE: | SECTION No. & PAGE | CHANGE |
| Scope formatting should be changed from bullet points to paragraphs. | 1.2 pg 3 | Yes XNo ▢ |
| Remove specific IDEs from definitions. | 1.3.1 pg 4 | Yes XNo ▢ |
| Move sponsor and business related content from section 2 intro into 2.1, 2.2. | 2 pg 10 | Yes XNo ▢ |
| Expand on success criteria (less technical goals, more user goals) | 2.3.3 pg 13 | Yes XNo ▢ |