**Review report request**

* Steps for Clear Information:

1. Change is accepted.
2. The document is requested.
3. The document is delivered to the configuration manager.
4. The document is analyzed by verified clear information through a check list.
5. A report is made describing the observations of each point.
6. Recommendations are added to the document.
7. The document is handed over to the person in charge of change with the observations.
8. The person responsible for the change is asked to follow up on the observations

* **Clear information**
* Does the information on the change have an adequate structure?
* Is the writing appropriate with the change?
* Does it contain an elaboration date?
* Mention who is responsible and those involved stakeholder?

-> Steps for Standard compliance:

1. The change is accepted.

2. The document is requested.

3. The document is delivered to the configuration manager.

4. The document is analyzed with the support of the most qualified person in the company in relation to the standard.

5. A report is prepared that describes the observations of each point. A rubric is added with the specification of the points that are not in accordance with the standard if this is the case.

6. Recommendations are added to the document in a separate document.

7. The document is delivered to the person responsible for the change with the observations. In addition, a document is sent showing what the correct standard looks like.

8. The person responsible for the change is asked to follow up on the observations based on the standard.

9. If the person responsible for the change repeats the errors, he should take a short course on the standard and the policies of the company.

* **Standard compliance**
* Does the document have clear structure that describe in the previous section?
* Are the new requirements according to the company's standard?
* The designs of the new changes have the structure fulfill the new requirements?
* The changes to the document are also reflected in the base line in a proper way?
* The type of requirement is defined (Functional or Not Functional)
* The inputs or outputs that the requirement may have is clearly described
* The restrictions it may have are clearly reflected
* -> Steps for Measurable metrics

:

1. The change is accepted

2. The document is requested

3. The document is delivered to the configuration manager.

4. The document is analyzed considering that the changes are also reflected in the base line.

5. The document is analyzed to validate that the times and levels of effort really fit the budget provided.

6. A report is prepared that describes the observations of each point. The observations are divided into 2 parts:

-The first describes observations that must also be added to the base lines

-The second describes observations in relation to time, effort levels and budget

7. Recommendations are added to each document in a separate document.

8. The document is delivered to the person responsible for the change with the observations. In addition, a document is sent showing what the correct standard looks like.

9. The person responsible for the change is asked to follow up on the observations based on the standard.

* **Measurable metrics**
* The new changes are quantified in time?
* Do the changes mention how many processes will be affected?
* The new changes are quantified in level of effort?
* The new changes are weighted regarding cost?
* **Clear information**

The first page has the logo of the company.

The responsible of the change is ubicate in the first page.

The date of the document is ubicate in a part easy to see.

In the structure of the document, you can easily see the points.

The document has a description of the change.

The way of write the change is objective.

The document describes the razon for to add the new change.

The change describes the result that is expect.

* **Standard compliance**

The document has the structure according with the standard company.

The new change describes clearly the inputs or outputs that necessary for the change.

The document describes if the new change is a requirement Functional or No functional.

The document describes the restriction necessary for the aplite the new change.

The document describes the level of importance of new change.

* **Measurable metrics**

The document describes what other parts of the system could be affect for the new change.

Time is reasonable regarding with the effort necessary.

The effort is reasonable with the budget.

The cost of the change is reasonable with the time and effort.

The cost of the change is reasonable with the budget of the client.

The company has the personal with the skills for developer the new change.

The time is reasonable with the time for delivers the project.

* **Clear information**
* Describe the points that need the first page.
* Suggest the position to locate the name of the person responsible for the change and the date.
* If the structure is wrong, suggest the parts that the document should contain and describe them and brief reasons in the wrong parts.
* If the purpose of the change is not clear. Add comments than mentioned way not is clear? and solicit be rewrite the objective.
* If is necessary rewrite better give the reason why is required? and give an example.
* **Standard compliance**
* If the structure is wrong, resalt the mistake and mentioned that is necessary read again the document of the standard company.
* If the level of impotence is missing. Suggest put in any part that be easy to see.
* If the inputs and outputs is missing of the change. Resalt that this part is very necessary and give an example.
* If the restriction is missing. Suggest that part is necessary and resalt the importance for the new change. If is necessary to send an example.

* **Measurable metrics**
* If the change no is reflected in the base line, solicit to do the changes in the base line and put a advertise message if the change no is reflected in a week the responsible of the change will have problem with the committee board.
* If the cost of the change not is reasonable with the time, effort or budget of the client. Describe that is necessary to rethink the budget.
* If the personal of the company doesn’t have the skill, ask to the responsible for the change adapt the change with the skills that has the company or rethink the time because maybe is necessary the person to learn new technologies.
* If the time could be affecting the time for deliver the project, highlight that the time is very import and ask to the responsible the change rethinks the impact of the new change.