

## **Desk Check Review Form.**

### **ENTRY CRITERIA**

- The document is ready for a review

### **INPUT**

- Software product to review

### **DC 100. Plan the Desk-Check**

#### **Author:**

- Identifies reviewers
- Chooses the checklist(s) to use
- Completes the first part of the review form

### **DC 110. Send documents to reviewers**

#### **Author:**

- Provides the following documents to the reviewers:
  - Software product to review
  - Review form
  - Checklist(s)

### **DC 120. Review the software product**

#### **Reviewers:**

- Check the software product against the checklist
- Complete the review form with:
  - Comments
  - Effort to conduct the review
- Sign and return the form to the author

### **DC 130. Call a meeting (if needed)**

#### **Author:**

- Reviews the comments
  - If the author agrees with all the comments, they are incorporated into the software product
  - If the author does not agree with all the comments, or believes some comments have a significant impact, then the author:
    - Convenes a meeting with the reviewers

- Leads the meeting to discuss the comments and determine the course of action:
  - Incorporate the comment as is
  - Ignore the comment
  - Incorporate the comment with modifications

#### **DC 140. Correct the software product**

- The author incorporates the comments received.

#### **DC 150. Complete the review form**

##### **Author:**

- Completes the review form with:
  - Total effort (i.e., by all the reviewers) required to review the software product
  - Total effort required to correct the software product
- Signs the review form

#### **EXIT CRITERIA**

- Corrected software product

#### **OUTPUT**

- Corrected software product
- Completed and signed review form

#### **MEASURE**

- Effort required to review and correct the software product (person hours).