



Figure 5.7 Desk-check review.

A **Desk-Check Review** is an informal software review process used to identify errors in a product document. The process includes:

1. **DC 100 - Plan the Desk Check:** Define review objectives and participants.
2. **DC 110 - Send Documents:** Distribute the product document to reviewers.
3. **DC 120 - Review Product Document:** Reviewers examine the document for errors.
4. **DC 130 - Conduct Meeting (if needed):** Discuss findings and clarify issues.
5. **DC 140 - Edit Document:** The author applies necessary corrections based on feedback.
6. **DC 150 - Complete Review Form:** Finalize and document review results.