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| PS2Win |
| Review Process |
| Keep Your Time |

Content

[1. Purpose 3](#_Toc351192557)

[2. Inputs and Outputs 3](#_Toc351192558)

[2.1. Inputs 3](#_Toc351192559)

[2.2. Outputs 3](#_Toc351192560)

[3. Activities 3](#_Toc351192561)

[3.1. Cenas maradas 4](#_Toc351192562)

[4. Tools 4](#_Toc351192563)

[5. Related Processes 4](#_Toc351192564)

[6. Measures 4](#_Toc351192565)

**Images**

**Tables**

[Table 1: List of Contributors ii](#_Toc351191557)

[Table 2: Version history ii](#_Toc351191558)

|  |  |  |  |
| --- | --- | --- | --- |
| **Authors and Contributors** | | | |
| **Date** | **Name** | **Contacts** | **Contribution** |
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Table 1: List of Contributors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Revision History** | | | | | |
| **Date** | **Description** | **Author** | **Version** | **Approvers** | **State** |
| 16-03-2002 | Creation of first draft | Mário Oliveira & Filipe Brandão | 0.1 |  | Draft |
|  |  |  |  |  |  |

Table 2: Version history

# Purpose

The purpose of this process is to help ensure development of a product that satisfies the stakeholders. By using this process, the team can improve the artifacts quality thus building confidence on its product.

# Inputs and Outputs

# Inputs

An artefact for revision.

# Outputs

Artefact corrected followed by the produced documentation during the review.

# Activities

* The owner of artefact determines its importance and choose review method:
* High importance – Inspection:
  + Define roles:
    - Author:
      * Just answers questions posed by the reader, and does the rework
    - Moderator:
      * Is not the author or author’s chief. Moderates all the process. Decides if the work product is ready for inspection, chooses team, guarantees an effective meeting, checks if defects have been corrected
    - Reader:
      * Is not the author nor the moderator. Conducts the team through the work product during the meeting
    - Recorder:
      * Is not the author. Annotates the defects
  + Define phases:
    - Planning:
      * The author collects the work product to be inspected, plus all related material. The moderator checks if it is complete, and arranges the meeting, by assigning roles and distributing material
    - Overview (optional):
      * During this meeting the author introduces the work product to be inspected
    - Preparation:
      * Each inspector prepares by reviewing the material, and noting the possible defects and doubts
    - Meeting:
      * The reader conducts the team through the work product, and answers any questions from the inspectors. If a defect is found, it is annotated by the annotator. A defect is any part of the work product that will keep an inspector from approving it
      * Discussion is focused on detecting defects in the work product, not criticizing the author
      * The annotator compiles all of the defect resolutions into a list. The moderator sends the list to the
      * author
    - Rework:
      * The author corrects the defects found during the meeting
    - Follow-up:
      * The moderator confirms the corrections and finishes the inspection
* Medium importance - Walkthrough:
  + Meeting between member team, where author presents your work a through a formal way. The author should clarify any doubt and ensure that everyone understands author’s work.
  + Must be elected a recorder to produce the revision report
  + Follow-up
* Low importance – Deskcheck:
  + The author notifies the reviser to do an individual revision of the work done:
    - In case of documentation, since will be hosted in Google Code and shared between team, the author must notify the reviser. The reviser should use the word comments tool or communication platform existing in Facebook to propose the changes or any critic
    - In case of code, since will be hosted in Google Subversion server, the author must notify the reviser. The reviser should use Google code comments tool or communication platform existing in Facebook to propose the changes or any critic
* The reviser must be familiarized with project and artefact scope
* The revision reports will be produced according to template defined and must identify:
  + Review method use
  + Review date
  + Team members and their roles, preparation effort and review effort
  + Found defects (localization and description) and their severity (defined on an adhoc way)

# Tools

* Same tools used in artefacts production
* Facebook for communication

# Related Processes

* Control and assessment process

# Measures

* Review rate (reviews/artefacts)