

## PROJECT REVIEWER

This checklist captures project related tasks performed by an organizational project reviewer. A project reviewer used in organizations that have some form of software engineering practices oversight, to be an independent, experienced set of eyes on the project.

### Organizational Tasks

- PR-1* If appropriate, verify project charter with appropriate software engineering oversight authority.
- PR-2* Suggest software engineering processes and techniques to be used in project.

### Project Oversight

- PR-3* Review the planning and use of software engineering processes on the project.
- PR-4* Review project risks, risk mitigation plans, and risk management practices.
- PR-5* Review project status reports.
- PR-6* Review project plans on a regular basis.
- PR-7* As appropriate, review a cross section of project deliverables on a regular basis.
- PR-8* Meet regularly with project business manager to discuss project.
- PR-9* Work with project team to resolve any deviations from required organizational practices.
- PR-10* Report any deviations from organizational practices or standards if not addressed by project team.

### Project Tasks

- PR-11* Act as consultant, coach, and/or trainer on software engineering issues as appropriate.
- PR-12* Organize and participate in project planning reviews, checkpoints, and post-mortems.
- PR-13* Facilitate discussions and communication related to implementation of software engineering processes.

### Auditing Tasks

- PR-14* If performing formal assessment or audit, prepare and deliver report as appropriate.