**Review Process Strategy**

[**Review Template**](https://docs.google.com/spreadsheets/d/1zuGUFtcQNFaKljb8OeOJth6ksXdTQ9dNY1x_Kd-1Pjw/edit#gid=0)

**Team Members**

* **Objective**: Ensure technical accuracy and adherence to project specifications.
* **Criteria**: Code quality, compliance with project specifications, and correct feature implementation.
* **Materials**: Access to code repositories, project documentation, and detailed design documents.
* **Schedule**: Reviews at the end of each development phase before moving to the next phase.
* **Process**: Use tools like jira, discussion meetings to discuss any issues till reach to consensus.

**Moderators**

* **Objective**: Continuously ensure that the product meets quality standards and project requirements.
* **Criteria**: Consistent adherence to quality standards, continuous thoroughness of testing, and real-time defect tracking.
* **Materials**: Test plans and defect logs.
* **Schedule**: Regular intervals throughout the development lifecycle.
* **Process**: Use tools like Jira for real-time issue tracking and resolution, frequent quality review meetings to address any concerns immediately.

**Managers**

* **Objective**: Monitor project progress and ensure it aligns with planned deliverables and timelines.
* **Criteria**: Adherence to project schedule, budget, and scope.
* **Materials**: Burn-down charts.
* **Schedule**: At the end of each major project phase and during phase-gate reviews.
* **Process**: Phase-gate meetings to decide on proceeding to the next phase.

**Customers**

* **Objective**: Validate that the product meets their needs and specifications.
* **Criteria**: Alignment with customer requirements, usability, and performance.
* **Materials**: Requirement specifications and acceptance test results.
* **Schedule**: After system testing and during user acceptance testing (UAT).
* **Process**: Customer feedback sessions.