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| Date of Review | **Effort** | **Review method** | **Review naming rule** |
| 26.08.2011 | **6h** | **[[1]](#footnote-1)** | **rm\_IMS\_MKS\_Training\_ChMa** |

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| **Project** | **SW Release** | **SWPM / Dept.** | **SWPQM / Dept.** |
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Distribution List

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| **Participants / Roles:** | | | **Persons to be informed:** | | |
| **Name:** | **Role** | **Department** | **Name:** | **Role** | **Department** |
| **Christine Maillé** | **ChM** | **I B&S** | **Maria Korb** |  | **I B&S** |
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| **Scope of Review :** | Full document is reviewed |
| Document is only partly reviewed  (list below the chapters which have been reviewed) |

**Review Object(s) :**

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| **Document name** | **Version used for the review** | **version with review comments implemented** |
|  |  |  |

**Supporting Document(s):**

|  |  |
| --- | --- |
| **Document name** | **version** |
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Main Emphasis / Comments:

**Status Doc Review:**

Review finished: Yes  ; No  , Follow up / Date:

**Comment List**

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| **NN°°No.** | **Reference** | **Comments / Actions** | | **Clas-sific-ation** | | **Responsible person  / Planned date for completion** | | **Completion (Name / Date)**  **Optional:**  **CS reference** |
|  | General Remark | Update the Master slide to have the same header and footer everywhere | | | R |  | |  |
|  | General Remark | Define a format for the Title of each chapter and apply it everywhere | | | R |  | |  |
|  | General Remark | Where are recorded the excercices?  Can we list them in training slides | | | R |  | |  |
|  | General Remark | I’m not sure that we made our training more efficient, the existing schemas pointing where we are in the development is missing here  e.g:  Perhaps we have to create such schema for each group of excercices ? | | |  |  | |  |
|  | General Remark | A second review will be needed to consolidate the presentation according the Checklist created during the workshop | | |  |  | |  |
|  | Slide 5 | Can we visualize in the slide tha to steps planned to go to IMS. Step 1 CM and Change, Step 2 TM and RM | | R | |  | |  |
|  | Slide 11 | Add text to precise the Server name and the Port to not have to redo the slide later on | | E | |  | |  |
|  | After Slide 11 | I would propose to reoder the slides around the FSA  Configure your FSA Server manually  List of FSA servers  Configure your FSA server automatically | | E | |  | |  |
|  | Slide 6  Slide 15 | The title “Document Management” can be confused here because “Document” it a term used later on in ICTM part. I would propose to put ICTM and CM with their official definition.  This slide shall be set consistent with slide 6 (same definitions can be used | | E | |  | |  |
|  | Slide 16 and 17 | Please add an animation: we cannot follow what you want to show here | | R | |  | |  |
|  | Slide 18 | Why do we have “Move windows”, in the title. I don’t see it explained.  Add an animation highlighting the result of the action | | E | |  | |  |
| 1. **8** | Slide 20 | Correct “Menue”  Why do you restrict it to Sandboxes, Project View or History? This is valid for all menu even in Integrity  Can you add a final picture to visualize the result of the action? | | E | |  | |  |
| 1. **9** |  | To be defined together: Is it really needed to put Customize ViewSet and Menu in this first part? | | R | |  | |  |
| 1. **11** | Slide 22 | If we keep this slide with Title, we have to   * insert other title before * The history part shall be removed | |  | |  | |  |
| 1. **12** | Slide 23 | During the workshop we said that the definitions of this slide was wrong, this is written in the check list. Please update the slide accordingly | | E | |  | |  |
| 1. **13** | Slide 24 | Apply what is written in Red in the title | | R | |  | |  |
| 1. **14** | Slide 29 | Replace System by Structure in the Title | | R | |  | |  |
| 1. **15** | Slide 34 | Put the note as recommendation in the slide | | R | |  | |  |
| 1. **16** | Slide 40 | What is this slide: the title for the next part? Or?  Precise it in the note? | | R | |  | |  |
| 1. **17** | Slide 41 to 49 | Unhide them removing slides 43 | | E | |  | |  |
|  | Slide 50- 51- 53 | Shall be removed | |  | |  | |  |
|  | Slide 55 | Set it as title  Where are the exercises? | |  | |  | |  |
|  | Slide 56 | Set it as title | |  | |  | |  |
|  |  | Where is explain what is a project? | |  | |  | |  |
|  | Slide 57 | How do we obtain the projects list (sometimes it can be empty) => please highlight the Menu Project and show the command View Projects | |  | |  | |  |
|  | Slide 60 | I don’t understand what you want to show here | |  | |  | |  |
|  | Slide 61 | The note shall be set as recommendations in slide 59  Do we split it in 2 slides.  In the second picture (as for slide 57) How do we obtain the sandboxes list (sometimes it can be empty) => please highlight the Menu Sandbox and show the command View My Sandboxes | |  | |  | |  |
|  | Slide 62 | The note “Shared Sandboxes must be created on the network drive, memory stick or shared hard disc from the PC.“ shall be set in the slide  In the example the sandbox is located on D: referring to the not it shall be – or? | |  | |  | |  |
|  | Slide 63 | Here we spoke about subprojects: where is it explained | |  | |  | |  |
|  | Slide 64 | Can we set for step 1 and 2   1. Create the file in the file system of your Sandbox 2. Create the file in MKS   Then invert the pictures to have near each step | |  | |  | |  |
|  | Slide 65 | Regarding the remark “The new file is immediately shown in all Sandboxes”. Do we explain before somewhere else the main principe of MKS?  We have to – or?  About the state: if they are not used we can remove, if they are used we have to explain | |  | |  | |  |
|  | Slide 66 and 67 | I would propose to group them in one slide with Title “Modify a file”   1. Check-Out the file 2. Edit the file   Do we highlight here that a CP is needed? (this will introduce the next slide) | |  | |  | |  |
|  | Slide 68 | If we have several check-out: are all of them automatically check in by this action? Do we add something on this point. If we keep the remark at Slide 65, we have to add here “The new file version is immedaitly visible in the Project, the delta sign is displayed in all other Sandboxes”.  Then we can move the slide 71 here after | |  | |  | |  |
|  | Slide 74 and 75 | Can we have them with step 1 and step 2? As it is, I didn’t understand what you want to show | |  | |  | |  |
|  | Slide 76 | Some slides before, we have submit CP: when to use Submit ? when to use Closed? | |  | |  | |  |
|  | Slide 83 | I found that the definition of a checkpoint is not clear enough. I would suggest to take the MKS definition:  *Checkpointing* a project creates a new revision of the project and adds it to the project history. When you checkpoint a project, you save all the information needed to recreate the project completely as it existed when you checkpointed it. The saved information includes the project structure and the list of members with their revision numbers.  A Checkpoint shall be created each time you want to keep a “image” or “snapshot” of the current configuration. It can be for different purposes: tests, customer delivery…  Can we have a view of the history with more checkpoints? | |  | |  | |  |
|  | Slide 83 | I would change “Release Items references the released Checkpoint.“ In „at the end of a development, the last checkpoint version oft he development shall be mlinked tot he associated Release „ | |  | |  | |  |
|  | Slide 83 | Put the procedures to create a checkpoint in another slide | |  | |  | |  |
|  | Slide 86 | Can we have in the history more checkpoints in the project history  Can we have the pictures re-arranged to see that we have several steps | |  | |  | |  |
|  |  | Where are the excercices | |  | |  | |  |
|  | Slide 90and 91 | Check their format | |  | |  | |  |
|  | Slide 96 | Shall be unhide | |  | |  | |  |
|  | Slide 97 | Shall be unhide | |  | |  | |  |
|  |  | after the slide 99, Add slide(s) explaining:  the creation of ATs from the Analysis selection  how to use them  and say that to set the Issue Analyzed all Analysis tasks shall be analyzed | |  | |  | |  |
|  |  | After slide 105, add slide(s) explaining the creation of Realization order from Realization selection usable only if ATs are used | |  | |  | |  |
|  | Slide 111 and 112 | Check their format | |  | |  | |  |
|  | Slide 116 to 119 | Shall be removed | |  | |  | |  |
|  |  | Check what are the pre-defined queries and reports delivered by IT and add perhaps some slides to explain them? | |  | |  | |  |
| sum of remarks | | | | | | |  | |
| sum of error / risk | | | | | | |  | |
| No.: Consecutive number Ref.: Reference to the review object / checklist Comments / : Findings, errors, risks, etc. Actions defined corrective actions | | | Classification: (E)rror/Risk / (R)emark Responsible person: Participant, responsible for completion  CS Reference: Optional Change Synergy Reference for unclosed items | | | | | | |

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| **History of the review minutes template** | | | | |
| **Issue status**  (Index) | **Maturity** | **Author**  Department | **Check/Release** | **Description / SCN Reference / Requirement ID** |
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1. WT: walk through; DC: document Control; II: Intensive Inspection [↑](#footnote-ref-1)