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| Date of Review | **Effort** | **Review method** | **Review naming rule** |
| 24.08.2011 |  | **WT[[1]](#footnote-1)** | ***xxx*rm\_** |

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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** |
| **Eugenia Schauber** | **CM** | **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** |
| **IMS\_MKS\_Training.ppt** | ??? |  |

**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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| **No.** | **Reference** | **Comments / Actions** | | **Clas-sific-ation** | | **Responsible person  / Planned date for completion** | | **Completion (Name / Date)**  **Optional:**  **CS reference** |
| 1 |  | In the future, please don’t distribute the document per email for review, but save it in the corresponding config management tool and send per email just the version of the document which has to be reviewed and its location | | | R |  | |  |
| 2 | Slide 12 | Why don’t you put here the picture with all 15 FSA?  Please put the picture with the complete list here | | E | |  | |  |
| 3 | Slide 13 | Remove this slide and complete the info in the slide 12 (I think only the port number is missing in Slide 12) | | E | |  | |  |
| **4** | Slide 17 | I don’t see the relations in between the windows displayed in Slide 17: in the first window up, you selected “Development Viewset”, in the window below it the title of the window is “my Development Viewset”. In the same window there is the “ViewSet” pop up menu open, but there is no option selected (visible). In the middle – right window there is no title, so we don’t know what’s about.  Please make them consistent. | | E | |  | |  |
| **5** | Slide 21 | Please write: “See exercises list” (remove the word “check”)) or just list the exercises here directly. | | R | |  | |  |
| **6** | Slide 23 | Replace “They are created from an IMS “Document”” with “They are created inside of an IMS “Document”” | | R | |  | |  |
| **7** | Slide 24 | The Slide 24 is not ready, is it? HotFix is still on the picture, RM and TM are not colored differently.  What is the box “Closed”? There is no Item called “Closed” | | E | |  | |  |
| **8** | Slide 27 | Replace “Project Variant; such variant is used to categorize a project configuration (e.g: LowLevel, HighLevel)” with “Project Variant to categorize a project configuration (e.g: LowLevel, HighLevel)“ | | R | |  | |  |
| **9** | Slide 27 | Move the two sentences more left to not be under variant enumeration (you write “2 variant types are possible” and they are 4 bullets)   * + - Both variant types are usable for all IMS Items     - Functional Variant is usable also for Structure Element | | R | |  | |  |
| **10** | Slide 28 | Why is the last bullet more left than the others? | | R | |  | |  |
| **11** | Slide 28 | Replace “In ICTM, a Structure Element is used to classified each created Item” with “The Structure Element is used to classify each created Item” | |  | |  | |  |
| **12** | Slide 29 | Remove the word “System” from the title | | E | |  | |  |
| **13** | Slide 30 | Remove the “…” from the end of the page | | E | |  | |  |
| **14** | Slide 32 | Replace “An Issue shall be used to track each change in IMS” with “An Issue shall be used to track each change in the project” | | E | |  | |  |
| **15** | Slide 32 | Replace “An Issue can be of 3 types:” with “There are three types of Issues:” | | R | |  | |  |
| **16** | Slide 34 | Please correct:   * If the Analysis of an Issue shall be done on several Structure Elements and/or by different persons, it’s recommended to use Analysis Tasks to assign each needed Analysis separately. ~~By the~~ In this way the analysis can be done in parallel. * ~~To be able set an Issue to Analyzed, all the associated Analysis Tasks shall be set to Analyzed~~ * You can set an Issue to Analyzed only if all associated Analysis Tasks are Analyzed. | | R | |  | |  |
| **17** | Slide 39 | Please remove the sentence “(the new version created is linked to the Change Package.” The sentence is not true because not the new version of the file is linked to the CP, but the operation on the file | | E | |  | |  |
| **18** | Slide 42 | Remove Slide 42: it doesn’t match with the context here. We can explain the window when we explain how to create an issue | | R | |  | |  |
| **19** | Slide 43 | Remove Slide 43: this is part of the exercise | | R | |  | |  |
| **20** | Slides 41, 45, 46, 47, 48, 49 | If we do in the training the exercises “Exercises to Setup Project in ICTM”, then we have to show first the mentioned slides (un-hide them). | | R | |  | |  |
| **21** | Slide 45 | Display the first picture in the same time with the text | | R | |  | |  |
| **22** | Slide 46 | The red box is wrong placed | | E | |  | |  |
| **23** | Slide 47 | Replace:   * use Bulk modification to set   + Responsible Person,   + Requirements Engineer * Use Bulk modification to set them to :   + Submitted   + then to Approved   With:   * use Bulk modification to set   + Responsible Person = <Requirements Engineer > * Use Bulk modification to set   + State = Submitted   + then State = Approved | |  | |  | |  |
| **24** | Slide 48 | Please take the correct project for the picture | | E | |  | |  |
| **25** | Slide 50 | Remove it | | R | |  | |  |
| **26** | Slide 51 | Take the same release item as in Slide 48 | | E | |  | |  |
| **27** | Slide 52 | Why we don’t create the RO directly from Release? | | R | |  | |  |
| **28** | Slide 53 | There is a mistake with the last 2 pictures: the picture with the “References” tab has already Release 122 as “Ordered by” and in the last picture you show the same Release to be added. (If in slide 52 we teach to create RO from Release, we don’t need this steps in slide 53) | | E | |  | |  |
| **29** | Slide 54 | The pictures are animated in the wrong order | | E | |  | |  |
| **30** | Slide 55 | Replace “See Checklist of exercises  ” with “See the list of exercises ” | | R | |  | |  |
| **31** | Slide 57 | The first picture should be displayed already at the beginning (without animation) | | R | |  | |  |
| **32** | Slide 65 | The first picture should be displayed at the beginning (without animation), the text should appear at the end (after all pictures from this slide) | | R | |  | |  |
| **33** | Slide 65 | In the last picture, hide the column status (as it is written in notes) | | E | |  | |  |
| **34** | Slide 67 | The same remark as for Slide 65 | | R | |  | |  |
| **35** | Slide 68 | In the second picture, you have a typo in “Revision Description” | | R | |  | |  |
| **36** | Slide 71 | The sentence “Resyncronize operation updates the project with the latest modifications.” Is wrong!!!  Resynchronize updates the Sandbox and not the project!!! | | E | |  | |  |
| **37** | Slide 73 | Remove the text: “A previously dropped file can be added back into your project.”. It is already written in slide 72 | | R | |  | |  |
| **38** | Slide 73 | I don’t understand the sentence:  “You cannot add files to different directories as shared member. Contact the Support if you need it. ”. I tested it with my account on mks-bs-test:8401 and it worked. | | ???? | |  | |  |
| **39** | Slide 75 | Delete the word “the”  “With ~~the~~ Resynchronize, the Member revision will be seen immediately on the Sandbox.” | | R | |  | |  |
| **40** | Slide 78 | Take the same page template as Slide 56 | | R | |  | |  |
| **41** | Slide 82 | Append an “s”: “deletes the subproject and all its members from your Sandbox and from the MKS Project.”  Append a “be”: “A dropped subproject can be added back later with ‘Add from archive’.” | | R | |  | |  |
| **42** | Slide 87 | Question: is the sentence “Every single member Update is seen by all reusing projects.” valid also for “Shared Build Sub-Project” ??? If the sentence is not true for all cases, please move it to the section where it is true. | | Q | |  | |  |
| **43** | Slide 87 | The Notes of the Slide refer to “Documents, Requirements”, “Specification” subprojects, but they are not visible in your picture | | R | |  | |  |
| **44** | Slide 88 | In the last picture from Slide 88 you have the option “Default” selected! What does this option mean? It is not explained in Slide 87! | | R | |  | |  |
| **45** | Slide 93 | Replace “Collaboration: ~~visible~~ only in case of Issue synchronization between Continental and the customer”  with “Collaboration: used only in case of Issue synchronization between Continental and the customer” | | E | |  | |  |
| **46** | Slide 96 | - Deactivate the animation for the text!  - the pictures are not readable at all! | | R | |  | |  |
| **47** | Slide 97 | Correct the Title “How to work on an Analysis Task and ~~to~~ set it to Analyzed?” | | R | |  | |  |
| **48** | Slide 100, 102 | The format of the text is strange! The rows are too near. Please change the format as in all other slides | | R | |  | |  |
| **49** | Slide 104 | Remove the slide. It is identical with Slide 39 | | E | |  | |  |
| **50** | Slide 105 | Before any picture is load on the slide, there is a red box displayed. Please remove it | | R | |  | |  |
| **51** | Slide 106 | The sentence “It is recommended to update the value of the Structure Element in following examples:” is copied from the slide 96 and it is speaking about “you want to have the Analysis …” but we are on the phase “realization” so the text doesn’t match here. Please clarify with Christine if there is an explanation needed here! | | E | |  | |  |
| **52** | Slide 107 | - Deactivate the animation for the text!  - and the same remark as 48 | | R | |  | |  |
| **53** | Slide 108 | Or you move the text on the left side and you bring the first picture animated on the right site, or you put the first picture without animation. | | R | |  | |  |
| **54** | Slide 113 | Instead of the box “Items” you can write “Result of the query” or “Result of the query = Items” | | R | |  | |  |
| **55** | Slide 113 | Move the sentence “Create a query: menu Query -> Create” to the slide 114 | | R | |  | |  |
| **56** | Slide 114 | - Change the Title in “How to create a Query? ”  - remove the sentence “The Query Builder is open” | | R | |  | |  |
| **57** | Slide 115 | Move the sentences “Queries are used to display only the items of interest.  Queries can be created by every user and can be shared with other users.  “ to slide 113 | | R | |  | |  |
| **58** |  | The footer of the slides is always different from bloc of slides to other bloc. Make only one format for all slides | | R | |  | |  |
| 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)