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| Date of Review | **Effort** | **Review method** | **Review naming rule** |
| 29.05.2012 |  | **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. | General remark | All the names of the fields/states should begin with capital letters. | | | R |  | |  |
| 2. | General remark | For some fields you used quotation marks and for some not. So, as a general rule either we use them, or we don't. | | R | |  | |  |
| **3.** | General remark | In many places you used "mandatory" word with capital letter in the middle of the sentence. The same for "button" word. | | R | |  | |  |
| **4.** | General remark | All the slides in green/yellow should be the same as the other ones. | | R | |  | |  |
| **5.** | Slide 13 | This slide should not be hidden, because during the training, each user will have to create his own viewset. | | R | |  | | done |
| **6.** | Slide 14 | I propose to present this slide. | | R | |  | | done |
| **7.** | Slide 23 | The same info as in slide 22: All Items related to this project will have their field «project» set with this value. | | R | |  | | Removed from 22 |
| **8.** | Slide 31 | Replace:  Note: this action is possible only if you select a Release not Closed  With  This action is possible for all Releases except the ones in status Closed. | | R | |  | | done |
| **9.** | Slide 36, 37 | Title should be the same as in slides 28->35. Add subtitle “Item Realization Order” | | R | |  | | done |
| **10.** | Slide 43-> 45 | Change the title into: “How to handle a Problem Report in IMS” | | R | |  | | Not done: the description cover more |
|  |  | Correction:  To plan and track their actions both of them will ~~used~~ use Realization Orders linked to the created Issue. | | R | |  | | done |
| **11.** | **Slide 50** | This slide should be deleted. | | R | |  | | done |
| **12.** | Slide 52 | Explanations about the history tab should also be added.. | | R | |  | | done |
| **13.** | Slide 54 | Picture should be replaced.  Correction:  ~~System element~~ Structure Element (the functionality where the Issue ~~is~~ was entered) | | R | |  | | Done: structure replace system  Other not done |
| **14.** | Slide 55 | Correction:  The Assigned User is set automatically with the value of the Project Manager. But it must be changed with to the person in charge with the analysis. | | R | |  | | Done in another way |
| **15.** | Slide 56 | Reformulate:  He creates a Build Sandbox to get all the file versions contained in the reported Checkpoint.  with  He creates a Build Sandbox to get the content of the reported Checkpoint. | | R | |  | | Not done: important to speak about versions |
| **16.** | Slide 57 | Picture should be replaced.  Correction:  Error ~~Occurance~~ Occurence | | R | |  | | Picture not changed |
| **17.** | Slide 61 | Reformulate:  Accepted: the CCB decided to implement the modification. It’s recommended to fill the “Delivery Date” and “Planned Target Release” even if they are not mandatory.  Duplicate: when an Issue was entered twice in the database, only one will be tracked. To set an a Issue to “Duplicate”, the existing Issue already in “In Work” state shall be recorded in the Relationship “Duplicate\_of “. Also, a “duplicate \_reason” shall be entered. | | R | |  | | Not done: I took the slide from the existing training |
| **18.** | Slide 65 | Correction:  The ~~Assign~~ Assigned User of the Realization Order is notified by email. | | R | |  | | done |
| **19.** | Slide 68 | More info should be added for the 2 exercises:  1.Introduce the SWP template document  2.Introduce the button to create SWP Issue including some templates | | R | |  | | No this is an action for the trainer |
| **20.** | Slide 68 | Correction:  To find the Issue ~~is~~ he has to copy the defined query | | R | |  | | done |
| **21.** | Slide 69 | Correction:  7.the Issue is ~~discuss~~ discussed in SWP CCB  For the exercise in Source: each user shall have his own ~~owned~~ Issue, RO and CP. | | R | |  | | done |
| **22.** | Slide 70 | Correction:  The Integration group leader ~~check~~ checks with each Project Manager of each customer project if the solution and date ~~feet~~ fit with project ~~need~~ needs/requirements.  In case of a), it’s ~~decide~~ decided on which RTU….  In case of b), it’s ~~decide~~ decided about the 2 RTU developments. | | R | |  | | done |
| **23.** | Slide 121 | Reformulate:  To visualize all Items where a user has to work  with  To visualize all Items where a user has to work, select the query | | R | |  | | done |
| **24.** | Slide 122 | Reformulate:  To use the Query 4, the SWPM has to copy and give a name to the query, adapt the query change the Release value to the correct Release he want to check  with  To use Query 4, the SWPM has to copy it and provide another name. Then adapt the query by changing the Release value with the Release he wants to check. | | R | |  | | Done partially |
| **25.** | Slide 124 | Reformulate:  It’s possible to decide what are the fields to displayed in the Query result using Configure Column  with  Users are able to add/remove fields inside the Query result using the command “Configure Column” | | R | |  | | Not done |
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| 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)