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| Date of Review | **Effort** | **Review method** | **Review naming rule** |
| 10/05/2012 | **28hrs** |  |  |
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| **Project** | **SW Release** | **SWPM / Dept.** | **SWQMP / Dept.** |
| **Change Management** | **NA** | **NA** | **NA** |

Distribution List

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Participants / Roles:** | | | **Persons to be informed:** | | |
| **Name:** | **Role** | **Department** | **Name:** | **Role** | **Department** |
| **Name:Adarsh Rangaraju** | **Role:** | **Department:PMT** | **Name:Christine Maille** | **Role:Project Manager** | **Department:PMT** |
|  | Author |  | see above | SWPM | see above |
|  | Reviewer |  | see above | SWQMP | see above |
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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** |
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**Supporting Document(s):**

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

**Status Doc Review:**

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

**Comment List** Page (for comments) of

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| **No.** | **Reference** | **Comments / Actions** | | **Clas-sific-ation** | **Responsible person  / Planned date for completion** | **Completion (Name / Date)**  **Optional:**  **CS reference** |
| 1 | SWP\_Slide number:17 | Dynamic windows – I felt the use of Dynamic windows and the way to make the windows dynamic is not mentioned in the slides (The trainer might explain it while showing the slides)-slide number 17. | |  | Christine Maille | Done |
| 2 | SWP\_Slide number:31 | Explanation about the Successor release or the reason for creating a successor release is not mentioned. | |  |  | To test the impact with release dates : Done no impact. Notes added |
| 3 | SWP\_Slide number:45 | The term “Customer Project manager“ has been used but the meaning of the same is not explained and it would be good if the user is given a brief explanation about the Customer project manager and his responsibilites. | |  |  | Done : added in the note |
| 4 | IMS\_Change\_Management\_template\_SWP : Page 11 | In section 3.2 second line  To Planned a Release:  Felt the sentence would sound better if it is writtern as  For a Release to be Planned | |  |  | Done |
| 5 | IMS\_Change\_Management\_template\_SWP : Page 14 | Creation of an Issue  It exists two ways to create an Issue:  Felt the sentence would sound better if it is writtern as  There are two ways to create an Issue: | |  |  | Done |
| 6 |  |  | |  |  |  |
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| 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** |
| a | Valid | M. Peron | SWQA CCB members | Initial version based on the SW\_QA\_Document\_Review\_Statusreport.doc version 1.0b under intranet.  First page modification,  History added  CS reference added. |
| 2.0 | Valid | H. Jacobsen | M. Peron | Formal Corrections:  RPMTQ~884, RPMTQ~773, LPMTQ~387 |
| 3.0 | Valid | H.Künzel | SWQA CCB members | Formal Correction of SWQMP:  CR TPMTQ~2469 |