PEER REVIEW WORKSHOP
- Inspection of UCRR (Analysis)

Peer Review Workshop

(Note: Moderator is responsible to insure workshop is completed within allotted time).

1. Objective of the Workshop

1.1   To simulate an Inspection of a Life Cycle Work Product such that the students can experience how this form of peer review can be conducted to attain a higher quality work product in practice.

2. Pre-Class

2.1   The Producer and Reviewer Team pairs are defined in figures 1 and 2 below (to be confirmed):

Figure 1:   Producer and Reviewer Teams – Saturday Class

Producer Team	Reviewer Team
Team 1S	Team 2S
Team 2S	Team 3S
Team 3S	Team 4S
Team 4S	Team 5S
Team 5S	Team 7S
Team 7S	Team 8S
Team 8S	Team 1S

Figure 2:   Producer and Reviewer Teams – Evening Class

Producer Team	Reviewer Team
Team 2E	Team 3E
Team 3E	Team 4E
Team 4E	Team 2E
Team 2E	Team 1F
Team 3E	Team 2F
Team 4E	Team 3F

2.2   The Reviewer team members should familiarize themselves with the User Requirements Specification written by the Producer team before the start of the Peer Review module.

3. Day 1 – In Class

3.1   The Producer Team will perform a Walkthrough of their User Requirements Specification. The team may use the Use Case Model Survey and the Use Case Realization Report (Requirements) or other presentation materials to explain the

project scope.   The purpose of this walkthrough is to insure the Reviewer Team understands the User Requirements. (1 hour).

3.2   The Producer Team will select **key requirements** from the User Requirements Specification using Use Case Model Survey as needed. There should be between 3-5 use cases but no more than 20 'solid' pages – prioritize if necessary. (15 mins).

Reference CMMI Model to determine priority:

- RD; SG3, SP3.3 Analyze Requirements. Subpractice 4: "Identify Key Requirements that have a strong influence on cost, schedule, functionality, risk or performance".

- RD; SG3, SP3.4 Analyze Requirements to Achieve Balance: "Stakeholder needs and constraints can address cost, schedule, performance, functionality, reusable components, maintainability, or risk".

3.3   The Reviewer Team must appoint a Moderator. The members of this team should include the 'special roles' of Recorder, Presenter and Producer (Author Rep). As reviewers, members may also assume optional roles such as QA, Tester, Designer or User Rep.

3.4   The number of use cases selected (in 2.3), the number of pages that are required to describe these use cases as well as the individual roles assumed by the reviewers should be updated to the team's *Role Register*. Only the designated special roles will be given extra credits for this assignment.

3.5   The Moderator will conduct a Kick-off session for the Inspection Review. The Moderator should fill in the *Notice of Peer Review Form* and use this to conduct the simulated Kickoff. The Author Rep of the UCRR-A must attend this Kick-off session organized by the Moderator along with all other reviewers. (15 mins).

3.6   **Tip:** You should decide how you intend to identify (i.e. using a naming convention) the use case and the page of the UCRR where the issue is found. You may tag these using the Page and Section columns of the Individual Inspection Issue Form (IIIF) provided in IVLE. This will facilitate all issues to be readily sorted.

3.7   **Moderator Deliverable**: Determine Number of Use Cases and Chunks for Inspection. Determine all Reviewer Roles. Report in the *Role Register* and fill in the *Notice of Peer Review Form*. Upload both as instructed in section 7, Documentation, on Day 1.

4.   Day 1 - Homework and Preparation for Inspection

4.1   All reviewers will individually perform Checking of the Use Case Realization Report – Analysis (UCRR-A) in preparation for the Inspection Review. The *Individual*

Inspection Issue Form (IIIF) MUST be completed during Checking. (<= **2 hours**). Each reviewer should assess the quality of the UCRR-Analysis based on your competency established by Unit 3.

4.2   **Each Reviewer Deliverable:** Upload your duly completed Individual Inspection Issue Form (IIIF) with all issues listed to the assigned Output folder in IVLE, no later than *8am* on Day 2. See Section 7, instructions for Documentation.

4.3   **Recorder Deliverable:** The Recorder will compile all the issues listed in the IIIF identified by the reviewers in his team and sort them by Page and Section into the *Consolidated Inspection Issues Form (CIIFv0).* No judgment is applied at this point. The CIIFv0 must be uploaded to IVLE before *9am* on Day 2. See Section 7, instructions for Documentation.

Note: All IIIFs turned in after the **START** of class on Day 2 will not be marked.

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5.   Day 2 – In Class

<u>**Team Action:**</u> **Complete the Consolidated Inspection Issue Form (CIIF) that records the Results of Logging and Analysis. Prepare the Class Presentation materials. Present them in class.**

5.1   Before the start of the Inspection workshop, all individual IIIFs must be loaded to IVLE. In addition, the CIIFv0 of each team must also be uploaded to IVLE. The Inspection workshop will begin promptly using the sets of deliverables already in IVLE.   Time allotted for Logging will be compromised for teams turning in the CIIFv0 late; penalties may apply.

5.2   The Moderator will run the Inspection Review – focused on the Logging and Analysis process. The Inspection Review should follow the standard Peer Review Process defined for the organization (project). Both the quality and process performance of the Inspection Review will be collected and collated in the Consolidated Inspection Issue Form, creating version 1; i.e. CIIFv1.0. Only 2 hours have been allotted for Logging. The Lecturer will observe the Inspection and offer input as necessary.

5.3   Team Debrief: After the Logging, time will be given for a Team Debrief. The Consolidated Inspection Issue Form (CIIFv1.0) should be carefully analyzed to insure clarity of issue described. The team should also take notes at this session when discussing the lessons learnt, and any non-compliance items from the Process Improvement Brainstorming. A final activity at this session is to transfer data from the CIIFv1.0 to the Inspection Summary Form (ISFv1.0) and tabulate. The lecturer will coach as needed.

5.4   <u>**Moderator Deliverable:**</u> Prior to the start of the Class Presentation session, the Moderator will be responsible for uploading the CIIFv1.0 and the ISFv1.0 into IVLE.

5.5   Team Report/ Class Presentation): ~10 mins per team. Presentation <u>**will not start**</u> until the CIIFv1.0 and ISFv1.0 for each team have been uploaded to IVLE. Each presentation should include slides that include:

1) Reviewer Roles

2) Brief Overview of System

3) 3-5 Key Features that have been identified as the Use Cases to be Inspected

4) Inspection Summary Findings

5) Process Improvement

5a)   key lessons learnt

5b) improvements on the work product (key ideas for defect prevention)

5c) improvements that you would like to suggest to the Inspection Process you have just completed

Hint: Best to record all collected measures electronically; i.e. use your laptop. Attach thumbdrive to classroom PC for presentation.

6. After Class Homework (+ 2 weeks)

6.1   Each Producer Team should retrieve the CIIFv1.0 from IVLE for their project and work on updating their work products resolving all issues identified. All items must be resolved with the Moderator of the Reviewer Team. Updates to the inspected document **are expected** as these changes will cause a stronger work product for your project.

6.2   At the end of 2 weeks, an updated draft version of the CIIFv2.0 should be turned over to the Moderator, who will check and finalize all statuses in the final CIIFv2.0 before uploading to IVLE.

7. Documentation

7.1   Naming convention:

- Use xPyRz-nnnn to identify your Session, Producer Team, Reviewer Team and Document Name. For example: SP1R2-CIIFv1.0 stands for Saturday, Producer Team 1, Reviewer Team 2, Consolidated Issue Inspection Form version 1.

7.2   Input (Course Input Bin for your session):

- Relevant Input Forms in Forms Folder of Input Bin

- Pre-class (Mandatory): User Requirements Specification (URS) e.g. SP1R2-URS

- Pre-class (Mandatory): Use Case Survey (UCS) e.g. SP1R2-UCS

- Pre-class (If Available): Project Presentation e.g. SP1R2-PROJPRES; Use Case Realization Report (UCRR-Requirements) e.g. SP1R2-UCRR-Requirements

- Pre-class (Mandatory- LCWP): Use Case Realization Report (UCRR) e.g. SP1R2-UCRR-Analysis

7.3   Output (Course Output Bin for your session):

- Day 1: Role Register (RR) e.g. SP1R2-RR

- Day 1: Notice of Peer Review (NPR) e.g. SP1R2-NPR

- Day 1: Homework & Preparation for Inspection – Checking. Individual Issues Inspection Form (IIIF) e.g. SP1R2-IIIF-nnnn where nnnn is last name of reviewer

- Day 2: In-class - Consolidated Issues Inspection Form (CIIFv1.0 and CIIFv2.0) e.g. SP1R2-CIIF v1.0.

  - Use v0 for version compiled, in-class, before inspection from Checking.

- Use v1.0 for post-inspection from Logging and Analysis, in-class update.
- Use v2.0 for post-class defect resolution after discussing and establishing the final disposition of the defects (due two weeks later).

- Day 2: In-class - Inspection Summary Form (ISF) e.g. SP1R2-ISFv1.0.
  - Use ISFv1.0 for in-class update, summarized and updated from CIIF v1.0.
  - Use ISFv2.0 for post-class update, summarized and updated from CIIFv2.0.
- Day 2: In-class - Presentation (PRES) e.g. SP1R2-PRES.

8. Hand-In Deadline

- All Pre-Class (e.g. URS, UCM, UCRR(A), Project Presentation) materials MUST BE uploaded by at least 2 days before the start of session.
- Day 1: Team Role Register Check by Lecturer.
- Day 2 Before Class: IIIF, CIIFv0
- Day 2: CIIFv1.0, ISFv1.0, PRES
- 2 weeks after Course: CIIFv2.0, ISFv2.0
- Please note that there may be penalties for any late or missing deliverables

9. Grading

Workshop Participation		25
Inspection	Individual Checking (IIIF)	55
	Team Logging (CIIFv0, v1.0, v2.0)	
	Inspection Summary (ISFv1.0, v2.0)	
Class Presentation (PRES)		20
Extra Credit (for the following roles only - Author Rep, Moderator, Recorder, Presenter)		5