

Sample General Review Procedure

Step	Description of each Step of the Procedure
1	Author <i>produces a draft</i> of the document (or other item) for review. If item is not new, then all changes and reasons for them should be identified.
2	Author [or review coordinator] <i>submits the item for review</i> i.e. circulates it to the previously agreed set of reviewer(s). In some cases, there are checklists and/or higher level materials against which reviewer(s) should check the item. Such items should be identified and made available to reviewer(s).
3	<i>Defect Log Forms</i> (or equivalent) should be used by reviewer(s) to record their comments about the item under review, and to indicate location and gravity of each identified defect. <u>Comments should be expressed clearly and precisely; as far as possible they should facilitate efficient resolution of the defect raised, for example by inclusion of a recommended solution within the comment.</u> Review comments are then returned to the author [or review coordinator].
4	<i>Responses</i> to the (potential) defects raised by reviewer(s) are prepared by the author of the item under review and are entered into the Defect Log Forms. Note: Depending on circumstances - especially schedule constraints - it may be possible to then return the forms to reviewer(s) in advance of the review meeting. This is <i>highly recommended</i> as likely to improve the review process efficiency and, particularly, to highlight significant, unresolved issues for the meeting.
5	A <i>formal review meeting</i> of author and reviewer(s) is held to process the Defect Log Forms and to agree on associated actions.
6	Author <i>makes the next version</i> of the item using its draft version and the results of the review meeting.
7	Reviewer(s) (or other nominated persons) should <i>check the updates are those agreed</i> . Possibly place an electronic copy of the finalised update in a write-protected repository under formal configuration management controls.

[Typical] Notes on when procedure should be used, etc:

1. Procedure applies for all deliverable documentation; may be used for non-deliverable items also.
2. Application of this procedure is most apparent at a significant project milestone when a document is being produced for the first time or is being updated following a major change in the material it is based on. Often a batch of (approved) changes to an existing item will have accumulated due to problems arising in normal work since the previous milestone; it may be efficient to *formally* incorporate these changes as part of the (current) review process.
3. *Importance of retaining review records (such as Defect Log Forms, review meeting minutes, associated communications (e-mails, cover notes, ...) is stressed.*
4. While the procedure can be applied manually, it may well be possible to automate at least some of it.