

Design Reviews

When to do reviews

- Every design document is to be reviewed
 - Customer Requirements
 - Design Specs
 - Code
 - Test Plans
 - Etc.
- A review is a formal meeting to evaluate the document
- Reviewers are the main stakeholders of the document
 - Customers
 - Designers
 - Users of the document
- A review is not a design meeting

Structure of a review

- The following participants are needed at a review:
 - Moderator
 - Oversees the review to make sure goals are met
 - Reader
 - Reads the document to be reviewed
 - Can be the moderator
 - Scribe
 - Documents the issues which have arisen as a result of the review and how the document is to be fixed
 - Reviewers
 - A document stakeholder
 - Customers
 - Designers
 - Users of document
 - Author of the document
 - Answers any questions about the document

Conduct at the review

- The reader reads aloud a specification
- The moderator asks for any questions/issues about the specification under consideration
- The scribe documents any issues
- Egos are left at the door.
 - This is not a finger-pointing exercise
 - The author should not be and attacked
 - The author should not act defensively
- This is not a design meeting
 - If design issues arise, a special meeting should be called to address this issue.
- The only issues discussed are on-topic and are determined by the moderator
- Decorum is controlled by the moderator

Result of the Review

- Upon conclusion of the review, the scribe gives the list of issues to the author
- The author modifies the document in accordance with the list of issues.
- The Moderator and the other reviewers determine whether the severity of the issues warrant a re-review of this document
- A report by the moderator is produced outlining the specifications reviewed, issues noted, and metrics (e.g., numbers of specs reviewed/hour) calculated.