

Review Process

Version No.: 1.3

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Table of Contents

Introduction	4
Scope	4
Process Practitioner	4
1 Objective	4
2 Entry	4
3 Work flow	5
4 Task	6
5 Guidelines	7
6 Checklists / Standards	7
7 Associated Templates, Tools	7
8 Control Mechanism	8
9 Verification	8
10 Tailoring	8
11 Exit	8
12 References	8
13 Glossary	8

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Review Process

Base

Document Release History :

At QMS level ♦ QMS Changes ♦ document will be maintained (version wise)

At the Project level the release history will be maintained within the document..

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Introduction

- This process area explain about review activity performed at BIMPL for all process and work products. It helps in detection of defects in earlier stages of the product development life cycle.

Scope

- This process area applied on all work products at BIMPL throughout the project life cycle, which requires review as defined in respective process areas.

Process Practitioner

Project Team, IQAT,Support Group.

1 Objective

The objective of review is :

- To determine whether work-product meets intended requirements

2 Entry

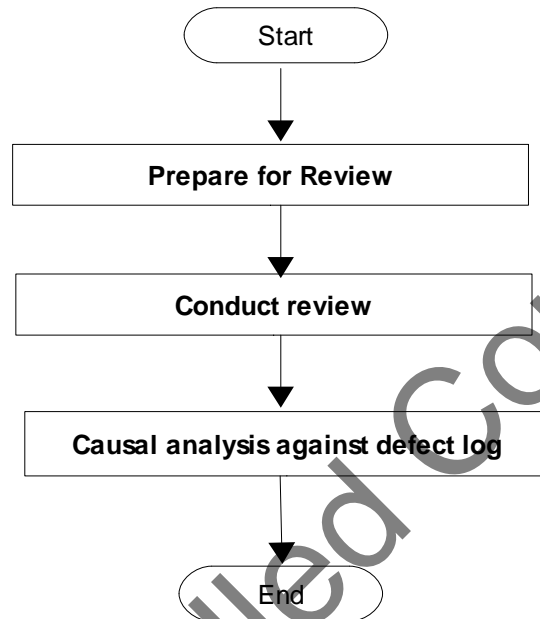
Criteria

- Any work product ready for review.

Input

- Any Work Product

3 Work Flow



4 Task

Sub Process	Input Document	Entry Criteria	Output Document	Exit Criteria	Responsibility
Prepare for Review					
1. Identify Work product to be reviewed	RF, List of all the document to be reviewed, identified milestone in the project plan	The work product to be verified is ready	Identified work product	Work product to be reviewed has been identified	PM / PL / TL
2. Identify Reviewer	Work Product to be reviewed	Work Product ready for review	Updated review note with identified reviewer.	Identified reviewers who participate in review	PM / PL / TL
3. Prepare review checklist for review (if the same doesn't exist in the organization asset library)	Work Product to be reviewed	Work Product ready for review	Review Checklist for review	All the checklists for review are in place	Reviewer (PM / PL / TL)
Conduct review					
1. Select appropriate Checklist	Identified Work Product	Identified Work Product	Appropriate Checklist	Selection of Checklist completed.	Reviewer
2. Conduct review 3. Update the 'Review note' and 'Defect log' in case of any defect identified	Work Product, Checklist	Identified reviewers, Work Product and Checklist.	Updated review note, Defect Log	Review Completed	Reviewer
4. Send defect log to the work product owner	Defect log	Updated Defect log	Update defect log when a defect is found	Communicated defect log to the work product owner	Reviewer

Sub Process	Input Document	Entry Criteria	Output Document	Exit Criteria	Responsibility
5. Make correction if any defects are identified (Remove the defects from work product)	Defect log	Defect Found	Defect free Work products	Defects removed from the work product	Work Product Owner
6. Send work product for re review in case number of defects are high					
Causal analysis against defect log					
1. PM/PL will do analysis and involve the all concern team members. 2. Select RCA method. (Refer 5.4 guideline) 2. Identify the root cause of defect. 3. Implement the corrective action.	Defect log	Defect list where Analysis required mention as "Yes".	Root Cause Analysis Report.odt	Analysis done. Take the corrective action and implement the same.	PM / PL

5 Guidelines

- 5.1 The PM/PL/TL decide the type of review to be conducted viz peer review, independent review.
- 5.2 Review criteria should depend on Product requirements, Standards, Type of work products, etc
- 5.3 At BIMPL a peer review is conducted . In peer review a work product is examined by its author and PL or PM. Reviewer should ensure that any changes in the development procedures like design, coding, testing are implemented as per the organization pre defined standards. The various software products which are to be reviewed are SRS, SDD, Test plan, Test Cases, user documentation, Release notes.

5.4 RCA Method –

1) Brainstorming

It is particularly useful when you want to break out of stale, established patterns of thinking, so that you can develop new ways of looking at things. It also helps you overcome many of the issues that can make group problem-solving a sterile and unsatisfactory process.

2) Fishbone diagram

The fishbone diagram identifies many possible causes for an effect or problem.

Procedure:-

i) Agree on a problem statement (effect). Write it at the center right of the flipchart or whiteboard. Draw a box around it and draw a horizontal arrow running to it.

ii) Write the categories of causes as branches from the main arrow.

iii) Ask: "Why does this happen?" As each idea is given, the facilitator writes it as a branch from the appropriate category. Causes can be written in several places if they relate to several categories.

iv) When the group runs out of ideas, focus attention to places on the chart where ideas are few.

Refer fishbone template kept in artifacts folder of Review process, for more details

6 Checklists / Standards

Relevant process checklist

7 Associated Templates, Tools

Relevant Checklists	Tools
Review Note	
Defect Log	

8 Control Mechanism

The test result review procedure is controlled by means of the Quality Control Plan, which is a part of the Project Management Plan;

9 Verification

Work Item	Activity	Who
Review Note	Review	PM/PL

10 Tailoring

Refer 'qms/projects/BASQMS001/Working/Releases/<QMS latest version>/Org_proj_db/Tailoring Guidelines.ods'

11 Exit

Criteria

- Reviewed defects are closed

Output

- Review Note
- Defect Log
- Review Checklist

12 References

None

13 Glossary

qms/projects/BASQMS001/Working/Releases/<latest> version>/Org_proj_db/Glossary/'QMS Glossary Ver 1.0.xls'

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