













## Some Guidance to Inspection Planning Time it well Limit the number of people attending: key experts and stakeholders only (max: 7, min: 3) Don't invite any manager Give your reviewers enough time Get your comments ahead of time Customers are tricky







## Some Guidance to Individual Reviewing

- Ask yourself: what are you seeking?
  - Technical accuracy?
  - Clarity in wording?
  - ... then ask your reviewers for the same.
- Providing direction will yield the best results: go with checklist-based or process-based reviews.





			Μ	eet	ings				
			a	n exam	ple				
D	Section#	ReqID	Description	Type of Finding	MajorMinor	Actioner	Actionee	ECD	Status
1	3.1.1	100	Add "upon user selection" for selectability of configuration	CS	Minor	Bruce H.	L.Cotran	9/4/2008	Closed
2	323	122	requirementis redundant remove	CL	Minor	DaveC	L.Cotran	9/12/2008	Closed
3	3.122.1	164	When you dark substract make sure not to set subæro values to zero, set to two. Fix wording.	CL	Major	Bruce H	L. Cotran	9/12/2008	Closed
4	3.88	202	Ensure that the dark subtraction includes negative values. Mssing.	CS	Major	Bruce H	L.Cotran	9/15/2008	Closed
5	3.9	206	Make defaultwavefront configuration zero	CL	Minor	JoshL	L.Cotran	9/17/2008	Closed
6	3.12	233	limits are +/- 2Hz, not 3Hz	CL	Minor	Dace C	L.Cotran	9/17/2008	Closed
7	3.13.2	242	Strike-redundanttoreq_096	CS	Minor	BruceH	L.Cotran	9/17/2008	Closed













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