

Document ID: OAK-PR-PR



Peer Review Process

Version 1.6.1

01-Aug-11

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Abstract: This document describes the Peer Review Process to be followed while Reviewing Documents and other work products produced by Oak Systems.

CHANGE HISTORY

Version	Release Date	Authors	Review team	Description
1.0a		Vasudev	Pradeep,Pai Balasubramanyam, Swati, Asmita,Santosh,Ben, Manik	Draft
1.0	15-Jul-03	Ramesh	Pradeep, Pai Bala, Swati, Asmita, Santosh, Ben, Manik	Sections 5.1.2, 5.1.7, 5.2.4 changed
1.1	26-Aug-03	Ramesh	Asmita	Section 9.0 Forms CIL, IIL, WIL, WN are changed.
1.2	13-Apr-05	Prashant S.O	Shashidhar Joshi	As per CR 151 address, mail ID and phone number was changed in the first page of the process. As per CR 160 sec 3.0 was modified. As per CR 161 sec 5.1 was changed. As per CR 163 changes are made in secs 5.1.4 (sub sec 5.1.4.1 added) & 5.1.7 As per CR 162 submission of summary sheet by moderator to Org SQA was changed to Project SQA.
1.3	15-Jun-06	Deepa G C	Asmita	AS per CR 262 Phone Number was changed in the first page of the process.
1.4	15-Sept-06	Asmita	N. Pai	As per CR 292 Classification of defects is elaborated to

				ensure that defects are mentioned as per classification
1.5	23-Jul-07	Asmita	N. Pai	As per CR 337 methodology for reviewing sec. 5.1.3
1.6	10-Aug-09	Asmita	Pai	CR 386: ISO 9001:2008 included in ref; CR 388: address change CR 341: old version number (duplicate) shown is title page corrected
1.6.1	01-Aug-11	Vinoth	Pai	CR 406:Address change

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1.0 PEER REVIEW PROCESS

1.1 Purpose

The purpose of this document is to explain the peer review process followed at Oaksys.

1.2 Scope

This Process is applicable to all deliverables (Internal and External) of Oaksys for which the review is planned.

1.3 Target Audience

All members of Oaksys

1.4 Glossary

HBD—Head Business Development

HO&D — Head Operations and Delivery

ISO— International Organization for Standardization

MR —Management Representative

Oaksys— Oak Systems Pvt Ltd

Org — Organisation

Org SQA —Organisation Software Quality Assurance

PL —Project Leader

SCM— Software Configuration Management

SQA — Software Quality Assurance

WPUR — Work Product under review (any deliverable that is planned for review)

1.5 References

ISO 9001:2008 Standard: Clause 7.3.4, 8.2.4, 8.3 and 8.5.3

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2.0 ENTRY CRITERIA

- Deliverable identified for peer review as per the Project Plan

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3.0 RESPONSIBILITY

- Owner owns the document being inspected
- Reviewers find and report as many items as possible
- Submission of Walkthru/Inspection summary sheet by moderator to Project SQA

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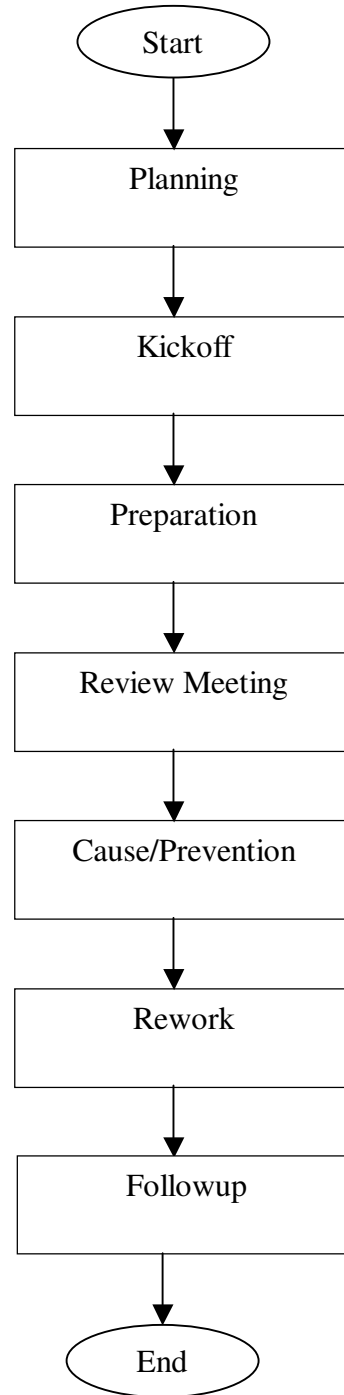
4.0 PROCESS FLOW DIAGRAM

There are two types of Peer Reviews.

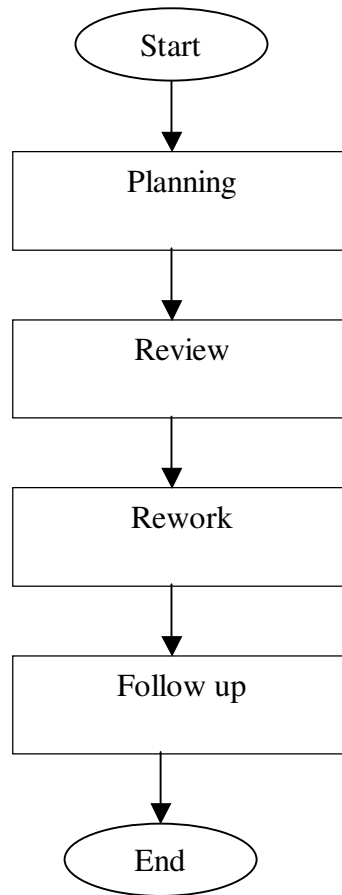
- Inspection
- Walkthru

Inspection is the formal way of reviewing the work product.
Walkthru is semi-formal in nature.

4.1 For Inspection



4.2 For Walkthrus



5.0 PROCESS DESCRIPTION

5.1 Inspection

The objectives of inspection are to

- Uncover errors in software work product
- Verify that the product under review meets its specification
- Ensure that work product is built according to predefined standards
- Achieve uniformity in project execution
- Make projects more manageable

The following phases are followed in the inspection process and each phase is described in the section 5.1.1 to 5.1.7.

1. Planning
2. Kickoff (meeting is optional)
3. Preparation
4. Review meeting (must)
5. Cause/Prevention meeting (this step is optional)
6. Rework
7. Follow-up

Roles	Responsibilities
Moderator	Manages process, collects the material to support the inspection, Inspects WPUR, schedules and facilitates meetings and coordinates meeting follow-up
Inspector	Finds and reports as many items as possible
Owner	Owns the document being inspected. Understands each item. Addresses items when updating the document
Scribe	Publicly records all items and issues during the Review meeting.

- Suggested team size for inspection is minimum of 3 inspectors and a maximum of 8
- Moderator can also be an inspector
- Owner can also be an inspector
- Scribe can also be an inspector
- Owner cannot be a moderator or a scribe
- Moderator cannot be a scribe

The owner of the WPUR can identify moderator for a peer review with guidance from PL/HO&D.

5.1.1 Planning

Phase	Planning
Overview	The work product under review (WPUR) is scheduled for inspection. Inspection team is identified. Objectives for inspection are understood.
Inputs	WPUR spell-checked or clean compiled Supporting Material
Entry Criteria	Desire to have work product inspected Commitment to do rework Moderator trained for the role Moderator satisfied of fitness of WPUR for review
Output	Inspection Packet Inspection Plan Inspection Team Inspection Summary Sheet
Exit Criteria	Selected inspectors are trained and qualified for their roles
Activity	Role
Define Objectives	Moderator/owner
Schedule inspection on request of owner	Moderator
Prepare Inspection Packet (checklist, cover letter, WPUR, guidelines and std., supporting documents)	Moderator
Identify inspectors and roles (A person who is technically sound, whose opinion matters a lot and whose participation is a must for conducting the review shall be selected as an Inspector)	Moderator/owner
Issue Inspection Notice to kickoff meeting	Moderator

5.1.2 Kick off

Phase	Kickoff meeting
Overview	Communicate to the inspection team about the objectives and schedule of inspection
Inputs	Inspection Packet
Entry Criteria	Inspection packet is ready All inspectors accept invitation to review All the selected inspectors are trained
Output	Inspection Summary Sheet – updated
Exit Criteria	Inspectors understand the scope of the review and their roles
Activity	Role
Distribute inspection packet	Moderator
Describe objectives of the inspection	Moderator
Answer questions regarding the process, if any	Moderator
Answer questions on WPUR, if any	Owner
Record effort spent during kickoff meeting in Inspection Summary Sheet	Moderator

5.1.3 Preparation

In preparation phase the document shall get reviewed. If any checklists are available for review, the document can be first reviewed without checklist and then using checklist so that no point is missed out from checklist

Phase	Preparation
Overview	Individually review the WPUR to find as many specific items as possible
Inputs	Inspection packet
Entry Criteria	Inspection packet with supporting documents and checklists Inspectors assigned appropriate roles
Output	Individual records of defects/items per inspector filled in inspection item log. (As per classification of defects Major(M), Minor(m), Improvement/Information/Suggestions(I), if the remark is kept blank it is assumed as query/question.)
Exit Criteria	Inspectors individually review the WPUR and record items in the Item log. Moderator to confirm about this.
Activity	Role
Read and inspect WPUR and record items	Inspectors
Verify whether all inspectors have completed the preparation phase	Moderator

5.1.4 Review Meeting

Phase	Review meeting
Overview	Review the individual inspector's items and find new ones collectively
Inputs	Inspection packet Inspection Summary Sheet Individual Inspection item logs with classified defects
Entry Criteria	All inspectors agree that the preparation time was sufficient
Output	Consolidated Item Log. Inspection Summary Sheet- updated
Exit Criteria	All reported items and issues are logged in the Consolidated Item Log. Owner understands the items. Individual inspection data are collected
Activity	Role
Facilitate Meeting	Moderator
Report items	Inspector
Clearly Log items in Consolidated item Log	Scribe
Find more items as a group	Inspector
Identify issues	Inspector/owner
Record meeting and preparation data in the Inspection Summary Sheet	Moderator

5.1.4.1 Note on Defects in supporting material

It is to be noted that while inspecting a work product, the inspectors may observe possible defects / inconsistencies in the supporting documents as well. In such a case, even the supporting documents may undergo revisions. Such revisions of supporting documents shall also follow the change management procedure as per the SCM process (OAK-SCM-PR) and will have to be reviewed and baselined before they are made available in order for the current inspection to continue. Such corrected & baselined supporting documents, if any, are needed during Followup phase (5.1.7) to close the inspection.

5.1.5 Cause and Prevention (Optional)

Phase	Cause and prevention	
Overview	Brainstorm and identify the root cause and the prevention strategy	
Inputs	Inspection packet Consolidated Item Log Inspection summary sheet	
Entry Criteria	Well defined items or categories of items identified as important during the logging meeting	
Output	Cause/prevention Log with cross-reference to item log Inspection Summary Sheet - updated	
Exit Criteria	All selected items are addressed	
Activity		Role
Recommend item for analysis		Owner
Select items for analysis		Moderator
Brainstorm causes		Inspector
Suggest actions to prevent recurrence		Inspector
Record meeting data		Moderator

5.1.6 Rework

Phase	Rework
Overview	Identify items that are defects and perform corrections
Inputs	Original WPUR Supporting documents Consolidated items/issue log Inspection Summary Sheet
Entry Criteria	All items and issues clearly logged during logging meeting
Output	Corrected work product Inspection Summary Sheet- updated Consolidated Item/Issue Log - updated
Exit Criteria	Rework completed

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Activity	Role
Reclassified items according to severity	Owner
Estimate extent of rework	Owner
Perform corrections for all identified items	Owner
Record rework data	Moderator

5.1.7 Follow up

Phase	Follow-up
Overview	WPUR is assessed to verify that rework has been satisfactorily performed
Inputs	Corrected WPUR Corrected supporting material (Refer to 5.1.4.1 above) Consolidated Item/Issue Log - updated Inspection Summary Sheet
Entry Criteria	Owner satisfied with corrections to WPUR/supporting material
Output	Release of the WPUR for its intended use Inspection Summary Sheet completed and submitted
Exit Criteria	Moderator satisfies with corrections to WPUR
Activity	Role
Verify rework	Moderator
Help moderator to verify correction	Owner
Recommends release or re-inspection depending on the status	Moderator

5.2 Walkthrus

The following phases are followed in the walkthru process and each phase is described in the section 5.2.1 to 5.2.4

1. Planning
2. Review (meeting is optional)
3. Rework
4. Follow-up

Roles	Responsibilities
Moderator	Manages process, collects the material to support the walkthru, schedules and facilitates meetings (if any), coordinates follow-up and finds and reports as many items as possible
Reviewer	Finds and reports as many items as possible
Owner	Owns the document being inspected. Understands each item. Addresses items when updating the document

- Suggested team size is minimum of 1 and maximum of 3
- Moderator can also be a reviewer
- Owner cannot be a reviewer provided one more reviewer is identified
- Owner cannot be a moderator

5.2.1 Planning

Phase	Planning
Overview	The work product under review (WPUR) is assessed to be ready for review.
Inputs	WPUR Supporting Material
Entry Criteria	WPUR spell-checked or clean compiled Reviewer trained for the role Reviewer satisfied of fitness of WPUR for review
Output	Review Packet Review Plan
Exit Criteria	Selected reviewers are trained and qualified for their roles
Activity	Role
Define Objectives	Moderator/owner
Schedule for review on request of owner	Moderator
Prepare Review Packet (example: checklist, cover letter, WPUR, guidelines and std., supporting documents)	Owner/Moderator
Identify Reviewers and roles	Moderator/owner
Issue Walkthru Notice to the participants in the Walkthru	Moderator

5.2.2 Review

Phase	Review
Overview	Log the individual reviewer's items in the walkthru item log
Inputs	Review packets Walkthru Summary Sheet
Entry Criteria	All reviewers understand the objectives of Walkthru, Review Packets distributed
Output	WPUR reviewed. Walkthru Item Logs completed. Walkthru Summary Sheet updated
Exit Criteria	All reported items and issues are logged in the Walkthru Item Log The individual data is collected in Walkthru Summary Sheet
Activity	Role
Log items in the Walkthru Item Log	Reviewer
Identify issues	Reviewer/owner
Record review data in the Walkthru Summary Sheet	Moderator

5.2.3 Rework

Phase	Rework	
Overview	Identify items that are defects and perform corrections	
Inputs	WPUR Supporting documents Logged items and issues	
Entry Criteria	All items and issues clearly logged	
Output	Corrected work product Walkthru Item Log - updated	
Exit Criteria	Rework completed	
Activity		Role
Reclassify items according to severity		Owner
Estimate extent of rework		Owner
Perform resolution of all logged items		Owner

5.2.4 Follow up

Phase	Follow-up	
Overview	WPUR is assessed to verify that rework has been satisfactorily performed	
Inputs	Corrected WPUR Walkthru item logs updated Walkthru Summary Sheet	
Entry Criteria	Owner satisfied with corrections to WPUR	
Output	Release of the WPUR for its intended use Walkthru Summary Sheet completed and submitted	
Exit Criteria	Reviewer satisfies with corrections to WPUR	
Activity		Role
Verify rework		Moderator
Help moderator to verify re-work		Owner
Recommend release or re-review depending on the status		Moderator

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6.0 DELIVERABLES AND QUALITY RECORDS

For Inspections

- Inspection Notice-OAK-PR-FR-IN
- Inspection Item Log-OAK-PR-FR-IIL
- Consolidated Item log-OAK-PR-FR-CIL
- Inspection Summary Sheet-OAK-PR-FR-ISS

For Walkthrus

- Walkthru Notice-OAK-PR-FR-WN
- Walkthru Item Log-OAK-PR-FR-WIL
- Walkthru Summary Sheet-OAK-PR-FR-WSS

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7.0 VERIFICATION

- Through Internal Quality Audit
- Project SQA member keeps track of review activities and checks the peer review process, followed by projects on sample basis

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8.0 EXIT CRITERIA

- Moderator assures that all rework is complete

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9.0 APPENDIX

- 9.1 Inspection Notice - OAK-PR-FR-IN
- 9.2 Inspection Item Log - OAK-PR-FR-IIL
- 9.3 Consolidated Item Log - OAK-PR-FR-CIL
- 9.4 Inspection Summary Sheet - OAK-PR-FR-ISS
- 9.5 Walkthru Notice- OAK-PR-FR-WN
- 9.6 Walkthru Item Log- OAK-PR-FR-WIL
- 9.7 Walkthru Summary Sheet- OAK-PR-FR-WSS