



Process Objectives	Continued on page:	Entry Checklists	Continued on page:	Exit Checklists	Continued on page:
<p>1) To identify and report Major Errors as effectively as possible. 2) Baseline measure for process improvement.</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Has a moderator/team leader been identified and formally trained in the SW inspection technique? <input type="checkbox"/> Has all exit criteria the activity task description (process) been satisfied? <input type="checkbox"/> Have the necessary upstream documents and standards been identified and are they available? 		<ul style="list-style-type: none"> <input type="checkbox"/> Did the inspection team spend sufficient time finding major errors? <input type="checkbox"/> Did the inspection team spend sufficient logging errors found (but not more that 2 hours per session)? <input type="checkbox"/> Were concerns and questions documented? 	
<p>Process Scope</p>	Continued on page:	<ul style="list-style-type: none"> <input type="checkbox"/> Is the author confident that the deliverable is of high quality (he knows of no errors in the deliverable to be inspected). <input type="checkbox"/> Are there qualified people available to serve on the inspection team? <input type="checkbox"/> Does the authoring group supervision and management aware that they will not be able to participate in the inspection logging meetings (SW inspections are not to be used for evaluating people)? 		<ul style="list-style-type: none"> <input type="checkbox"/> Was an individual or resource identified as a contact point for each question and/or issue? <input type="checkbox"/> Were action items documented and assigned? <input type="checkbox"/> Was the current health of the inspection process indicated? <input type="checkbox"/> Have Action Items been resolved? <input type="checkbox"/> Have all errors been addressed by the author? <input type="checkbox"/> Has the inspection team decided on the disposition of the inspected deliverable (release or re-inspect)? 	
<p>Measures</p>	Continued on page:	<ul style="list-style-type: none"> <input type="checkbox"/> Is there the possibility that there are major errors? <input type="checkbox"/> Is there a written process and rules for conducting the software inspection? 			
<p>A Process checks of meetings. B Inspection process key indicators. C Product/process quality.</p>		<p>Rules/Standards</p> <ul style="list-style-type: none"> <input type="checkbox"/> No meeting will last over 2 hours. <input type="checkbox"/> Checklist will be used to stimulate major errors. <input type="checkbox"/> One and only one person from the authoring group is on the inspection team. <input type="checkbox"/> Focus is on team effort the author to improve product (attacking the author is not permitted). <input type="checkbox"/> Inspection team management/supervision does not participate in the inspection processes. <input type="checkbox"/> A trained team leader (moderator) is used to facilitate the process and the meetings. <input type="checkbox"/> Team members are trained and assigned specific "roles". <input type="checkbox"/> Rationale (i.e., design/style) is not questioned or discussed during the logging meetings. <input type="checkbox"/> Error detection is maximized by using optimum material coverage (i.e., 10-15 typewritten pages per 2 hour chunk). <input type="checkbox"/> If there are more than 10-15 type written pages to be inspected, then the inspection will be divided into "chunks". <input type="checkbox"/> The number of major and minor errors, number of questions/concerns, the number of pages (or LOC) inspected, number of team members, and the time spent finding, reporting, and addressing errors will be collected for each chunk. <input type="checkbox"/> Documented inspection rules are followed. 			Continued on page:
<p>Triggers</p>	Continued on page:				