Requirements Review Guidelines

Requirements Engineering
Objectives

In this chapter, you will learn and act the

- Roles and Responsibilities of participants in the RE review
Roles & Responsibilities

Chairperson

- **Sets the tone of review:**
  - Puts project team members at ease
  - Conveys the message that the review team should be considered as additional members of the Project Team for the duration of the review

- **During the intro, explain how the review is to be conducted**
  - All participants, reviewers, including project team members should be encouraged to make comments
  - Include comments about what the project team is doing well (to re-enforce the good work in the particular area)
  - Request comments about the general/overall observations of the document
  - Request from each reviewer the number of hours/days spent reading the document prior to review

- **Acts as a facilitator**
  - Keeps the discussions in focus
  - If after a short discussion, it becomes apparent that an issue will not be resolved at the meeting, request that the current issue be marked as an open item and proceed to discuss other issues

- **Submit review comments to Project team**
Roles & Responsibilities

Scribe

- Records comments and resolutions (if applicable) from the review
  - Each comment should identify:
    - Section number in the requirements document
    - Reviewer’s name (in case project team needs more clarification from the SME)
  - Classify comments as:
    - Critical
    - Major
    - Minor
Roles and Responsibilities

Project Team

Authors of the RE document

- Provide clarifications to review comments
- Try to be a good listener and accept feedback
- Try to focus on the data points
  - Separate reviewer’s emotions from factual data
- Try to be savvy
  - Some SMEs may have diverse views
    - Note, one of your colleagues will act the role of a “bad” guy
- Post review
  - Modify the RE document to reflect reviewer’s comments
Roles & Responsibilities

Review Team

Stakeholders

- **Subject Matter Experts (SME)**
  - Are there inconsistencies in proposed technology etc?
  - If so, ask for clarifications and make recommendations

- **Architects**
  - Does the document provide enough info to architect the system, db etc?
  - Otherwise, ask questions now before it is too late

- **Developers**
  - Does the document provide enough info to write your code?
  - Otherwise, ask questions now before it is too late
Roles & Responsibilities
Review Team (continued)

Stakeholders

- **Verification Engineers**
  - Does the document provide enough info to write a test plan?
  - Can you figure out the criteria for acceptance testing?
  - Otherwise, ask questions now before it is too late

- **Stakeholders are expected to**
  - Read the RE document and note comments (questions/concerns) in the document prior to the review
  - Be sensitive to items not covered in the document
  - Provide constructive feedback on the RE document

- **Refer to Review Questions in previous lectures**