RF Synchronization

Task Review Process

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MSK Collaboration Workshop 2015

Task Reviews

> In annexes there are defined tasks, deliverables and acceptance tests

> Sometimes very loosely …

> Not defined way of giving deliverables to DESY (where to store data, hardware …).

- Experience shows this is not always clear

> There is/are reviewers assigned to each task

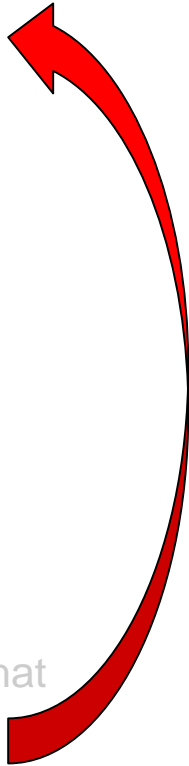> Task descriptions are sent to reviewers before signing of the annex

Task Review Process – How Should it Be

1. ## Designer

    1. Finishes the task/deliverable

    2. Creates all necessary documentation – loads to SVN/N: …

    3. Prepares Acceptance Protocol (AP) with information about the deliverables, documentation location, …

    4. Contacts reviewer to start the review

2. ## Reviewer

    1. Does detailed review

    2. Sends feedback to designer, if there are bugs/mistakes or anything missing that require further actions from the designer to really complete the project

    3. Signs the AP, if there are no more actions needed.

    4. Gives AP to Gohar Ayvazyan

    5. Task is closed

Task Review Process – How it is (Quite Frequently)

1. ## Designer

    1. Finishes **part** of the task/deliverable

    2. <u>Does not load al</u>l documentation to SVN/N: … but sends to reviewer by mail

    3. Prepares the acceptance protocol

    4. Contacts reviewer to start the review. Quite late

2. ## Reviewer

    1. Is surprised he is supposed to review

    2. Has no time to do it – reviews in hurry

    3. **Skips this point:** Sends feedback to designer, if there are bugs/mistakes or anything missing that require further actions from the designer to really complete the project

    4. Signs the AP with some remarks to be done.

    5. Gives AP to Gohar Ayvazyan

    6. **Task is officially closed but there is still a lot of work to do …**