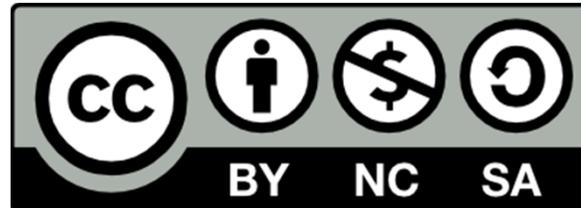


Learning From Past

Reviewing Projects



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Overview

- What is a Project?
- What are the types of review?
- When do you review?
- What do you review?
- What do you do after the review?



Project

- “an individual or collaborative enterprise that is carefully planned and designed to achieve a particular aim.”
- Temporary
- Fixed End
- Has an output of some form



Types of Review

Key Types:

- Peer
- Management
- Audit

Can include:

Code review, test review, pair programming, inspection, walkthrough, technical, personal, team, behavioural



Purpose of A Review

- Identify what has been done
- Identify strengths
- Identify weaknesses
- Identify opportunities
- Identify threats
- Learn Something
- Compliance
- Create Actions



What a Review is not

- Tick box exercise
- Blame game



Formality

- Not all reviews are the same
- Internal reviews often informal
- Milestone/Deliverable reviews – formal
- External Review – formal
- Formality matches Purpose and Audience
- Key Point – either formal or informal – focus counts



Generic Review

- IEEE 1028 – Generic Process for Formal Reviews
 1. Entry evaluation: The Review Leader uses a standard checklist of entry criteria.
 2. Management preparation: Ensure that the review have staff, time, materials and tools. Ensure use of standard policies and standards.
 3. Planning the review: identify review objectives, organises a team of Reviewers, and confirm resources. (RL)
 4. Overview of review procedures: Ensures (at a meeting if necessary) all Reviewers understand the review goals, the review procedures, the materials and procedures. (RL)



Continued

5. Individual Preparation: The Reviewers individually prepare for group examination of the work under review.
6. Group Examination: The Reviewers meet at a planned time to arrive at a consensus regarding the status of reviewed artifact.
7. Rework/follow-up: Author undertakes actions are to repair defects and satisfy the recommendations from the reviewers. The Review Leader verifies that all action items are closed.
8. Exit evaluation: The Review Leader verifies that all activities necessary for successful review have been accomplished, and that all outputs appropriate to the type of review have been finalised.



Plan a Review

- Who?
- What?
- When?
- Standards?
- Potential Outcomes?



Task

- You have been given a code artifact.
- Plan your review of the code
- Technical Review
- Do this in groups
- Report back



When to Review

- Short answer – any time you need to evaluate the project
- More Detail:
 - Major Milestones
 - Product Creation
 - Post Project Review
 - Major Deviations
 - Stakeholder Request
 - Personal Review



What to Review

- Project Products
 - Designs
 - Training materials
 - Code
 - Systems
- Project Teams
 - Interaction
 - Stability
 - Management
 - Resources
- Anything that makes sense



Code Review

- Systematic Examination of Source Code
- Aim to catch mistakes that have been overlooked and improve developer skills

- Main goals
 - Spot and fix early
 - Shared Understanding
 - Consistency
 - Confidence
 - Perspective
 - Team Cohesion



Tips for Reviewing

- Understand and accept that you will make mistakes
- Don't rewrite code without consultation
- Fight for what you believe, but gracefully accept defeat
- Don't be “the guy in the room.”
- Ask questions rather than make statements
- Remember that there is often more than one way to approach a solution
- The Code is not the Person and vice versa



Checklists

- Have a checklist for your code before reviews
- Why?
- What would you have on it?
- Do reviewers have different checklists from developers
- Discuss and report back about:
 - Usefulness of checklists
 - Different checklists
 - What should be on them



A Big Review

- Post Project Review
 - Often Formal
 - Identify what has been done
 - Identify deviations and why
 - Identify most important elements
 - Summarise strengths and weaknesses
 - Summarise important lessons to take forward:
 - Individual
 - Team
 - Organisation
 - How will it be checked?
 - Views from Stakeholders and interested parties



Learn Something

- A key point to a review
- ALWAYS have a point to take away
- USE that in the future
- Otherwise it is a useless exercise



What Can We Learn

- New Skills – did the project create new skills or identify lacking skills in the organisation
- New Approaches – did the project come up with something new or modify something else
- Problems – was there a recurring issue that could be avoided or better handled
- Risks updating
- Team Structure
- What else?



Task

- You are going to review this course
- Plan how you will review the course
 - Roles - who
 - Standards
 - What is under review
 - Timescale
- Do the review

