***Instructions:***

* ***Change:***
	+ [project name] to the name of the project
	+ [Insert charge code] too were participants need to charge their time.
		- ***NOTE: If this is not required, then you may delete it.***
	+ [Review Request Date] to the date the request is being made
	+ [Review Closure Date] to the date that the reviewers need to complete and return the review

***Send the Peer Review Request***

* ***Copy***  “Project Review Meeting for [project name],” and past it into the subject area of the email
* ***Copy the first page and paste it into the body of the email OR create an MS Word document and attach the saved document to the email.***

***Delete this Page/Section***

* ***After completing the above steps, delete this page/section***

|  |  |
| --- | --- |
| **Review Request Date:** | [Review Request Date] |
| **Review Closure Date:** | [Review Closure Date] |
| **Purpose:** |  |
| **Objective:** |  |
| **Filling Instructions for Review Log:**Reviewers shall use the Review Log to log all the review items and return to the [the PMO QA] by [Review Closure Date].For each Item identified, the Reviewer shall:1. Identify the Page Number or Section Name.
2. Enter the corresponding Line Number.
3. Describe the review feedback in the Description column.
4. Classify the Items based on Severity (High, Medium, Low).

**Assigning Defect Severity**The severity of a defect is an indication of the impact of not fixing the defect immediately. The defects are classified based on severity as given below:* **HIGH**

The items found during peer review may be classified as critical/high severity defect if work product’s functionality or the product's behavior is not meeting the essential requirements. This defect MUST be fixed.* **MEDIUM**

Defects that significantly impact the usability or effectiveness of the work product could be classified as Medium. Examples are user requirements not addressed, not traceable to supporting documents and testability not clear.* **LOW**

Correcting these defects would improve clarity/completeness of the document/code. These do not hinder from achieving the software quality objectives. Examples of such defects are spelling errors, formatting errors, revision number mismatches etc.Thank you for participating as a reviewer in thisPreliminary Project Plan Peer Review. |

|  |  |
| --- | --- |
| Reviewer Name: |  |

| Item Number | Page / Section | Line Number | Description | Severity |
| --- | --- | --- | --- | --- |
| 1 |  |  |  | Choose an item. |
| 2 |  |  |  | Choose an item. |
| 3 |  |  |  | Choose an item. |
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