Mapping The Graphical Inspection Process To Roles

This document describes the activities of each person with a role in the inspection process for each inspection phase.

**AUTHOR:**

**Planning Step**

- Review document and ensure it is ready to be inspected.
- Provide moderator with the document to be inspected.

**Overview Step:**

- Present document at overview meeting explaining the inspection’s purpose and background.

**Preparation Step:**

- Prepare for inspection meeting by studying document, recording defects and making notes on the document.

**Inspection Step:**

- Participate as an inspector in the inspection meeting.
- Listen to readers/inspectors interpretation and verify that the document’s intent is understood and accurately communicated.
- Report on identified defects.
- Give estimate for rework time.

**Rework Step:**

- Correct the defects documented on the defect list.

**Follow-Up Step:**

- Present corrected document to moderator for signoff.

**MODERATOR:**

**Planning Step:**
• Ensure that document is ready for inspection, meets entry criteria.

• Collect inspection document, standards, requirements and other supporting material.

• Select inspection roles and inspection team.

• Decide if document needs to be chunked into several inspection meetings.

• Make copies of inspection document and supporting materials.

• Arrange and schedule overview meeting and send out meeting notices.

**Overview Step:**

• Chair the overview meeting.

• Assign roles to the inspection team.

• Provide guidance on inspectors roles and responsibilities.

• Distribute inspection material at end of overview meeting.

• Record overview time.

• Ensure that inspection meeting has been arranged and meeting notices have been sent out.

**Preparation Step:**

• Prepare for inspection meeting by studying document, recording defects and making notes on the document.

**Inspection Step:**

• Chair the inspection meeting.

• Collect preparation times from the team.

• Determine if adequate preparation from attendees.

• Keep team focused on finding defects not solutions.

• Participate as an inspector.

• Ensure that all defects are categorized and recorded on defect list.
• Record issues.

• Determine if re-inspection is necessary.

• Record inspection meeting time.

• Record rework estimate time.

**Follow-Up Step:**

• Ensure that author has corrected all defects.

• Sign off reworked document.

• Generate inspection summary report.

**READER:**

**Overview Step:**

• Understand author’s presentation of document’s intent.

• Understand inspection team role.

**Presentation Step:**

• Prepare for inspection meeting by studying document, recording defects and making notes on identified defects.

**Inspection Step:**

• Read document aloud and interpret meaning at inspection meeting.

• Report on identified defects.

**Rework Step:**

• If requested, assist author in correcting defects.

**TESTER/OTHER INSPECTOR:**

**Overview Step:**

• Understand author’s presentation of document’s intent.

• Understand designated inspection team role.
Preparation Step:
Prepare for inspection meeting by studying document, recording defects and making notes on the document.

Inspection Step:
- Report on identified defects.

Rework Step:
- If requested, assist author in correcting defects.