

Integrating Reviews into the Requirements Phase

To integrate reviews into your requirements phase, divide your desired requirements deliverables into *iterations*, or phases. Within each iteration, intersperse inspections, reviews, or walkthroughs. See Figure 1 for an example. You can conduct reviews separately from your requirements workshops, incorporate them into the workshops, or combine the two approaches.

It's a good idea to conduct walkthroughs or reviews with users and customers early in the requirements gathering process. If only a few subject matter experts can participate in workshops, check the resulting work products by using short review meetings with a larger user constituency. As your requirements products begin to reach the level of precision and quality you expect, conduct inspections - again including key users as participants.

I recommend that you conclude any type of review by defining a *disposition* of the product (e.g., "accepted as is," "accepted with minor revisions," "rejected"). To do that, poll the participants for their degree of acceptance of the product. A disposition decision gives the team members valuable information about where they stand in completing the requirements, and it also indicates whether you need to adjust the requirements process itself.

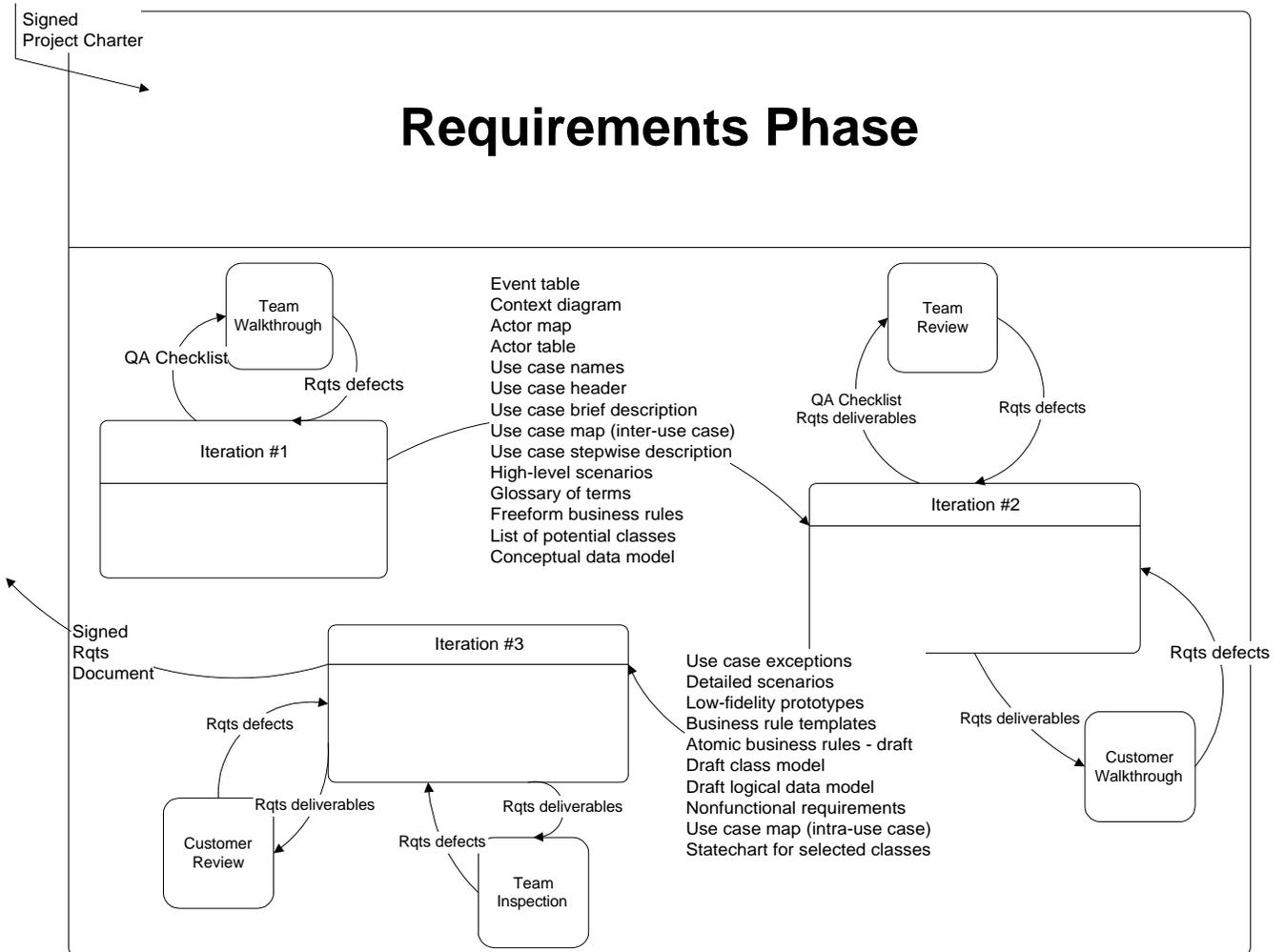


Figure 1: Requirements phase iterations with reviews