Abstract

A light weight review process is described that can be used for documents made during product creation. This review process is focused on improving the contents of specifications as early as possible. The process is light weight to increase the likelihood that it is performed \textit{de facto} instead of \textit{pro forma}.
Product Life Cycle and Change Management

**micro specification control board**
- Project team present
- Specification = communications means
- Very dynamic, many changes
- Light weight review process

**production**

**maintenance control board**
- No project team any more
- Documentation = organizational memory
- Changes only to cope with logistics or safety problems
Light Weight Specification Review Process

- wide group of people, with an active concern or an expected contribution;
  - many iterations
  - multiple media:
    + meetings,
    + on paper
    + informal et cetera

4 peoples/roles:
1 producer
1 consumer
1 context
1 independent

criteria for reviewers:
+ know how
+ critical
+ sufficient time

by "lowest" operational manager:
project leader, subsystem PL, ...

the author is responsible for contents and organization of the flow (consults and review)