

PROCEDURE	REF: [REMOVED]
PEER REVIEW	

OWNER: CUST-DEV2	ISSUE DATE: 13/07/2011	VERSION: 1.00
<p>TAXATION AND CUSTOMS UNION DG</p> <p>SUBJECT:</p> <p>DLV-0.1-1_Peer Review</p>		
<p>CUST-DEV2</p> <p>[REMOVED]</p>		

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DOCUMENT HISTORY	

DOCUMENT HISTORY

Version	Date	Description	Action (*)	Pages
0.01	22/06/2011	Initial Review	I	All
0.10	29/06//2011	Submitted for Review to DG TAXUD	/	/
1.00	13/07/2011	Implemented comments and Submitted for Acceptance to DG TAXUD	I/R	All

(*) Action: I = Insert R = Replace

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INTRODUCTION	

1 INTRODUCTION

1.1 Document Purpose

The purpose of the document is to describe CUST-DEV2 Peer Review process.

1.2 Scope

This document is applicable to all CUST-DEV2 contractual deliverables.

1.3 Acronyms and Abbreviations

Acronym or Abbreviation	See Annex 19 for the full list of Acronyms and Abbreviations. These below are the relevant abbreviations for the Peer Review process. Definition
DG TAXUD	Directorate General - Taxation and Customs Union
DLV	Deliverable
MS	Microsoft Project
PR	Peer Review
QA	Quality Assurance
QC	Quality Control
QTM	Quoted Time and Means
SfR	Submitted for Review

Table 1-1: Acronyms and Abbreviations

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PROCESS OVERVIEW	

2 PROCESS OVERVIEW

Peer Review is an effective technique used in verification that helps to ensure accuracy and compliance of the deliverable at an early stage in the production of the deliverable. Peer Review is an important method to ensure that CUST-DEV2 deliverables are compliant with the defined project standards, quality criteria and deliverables requirements. Peer Review identifies many defects or issues for resolution before formal testing or formal review begins.

2.1 Procedure Input

Input of the procedure is a deliverable ready for Peer Review.

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ROLES AND RESPONSIBILITIES	

3 ROLES AND RESPONSIBILITIES

Role	Responsibility
Project Manager/ Team Lead	<ul style="list-style-type: none"> Identify a peer reviewer(s) with sufficient knowledge and expertise; Schedule time for Peer Review in the QTM project plan; Keep track of all DLV review processes and analyse Peer Review data at a project level; Ensure continuous process improvement.
QA/QC Team	<ul style="list-style-type: none"> Control if Peer Review has been performed/results have been documented before the deliverable(s) due date (SfR date) and escalate (if needed) to the Project Manager/Team Lead; Report on a weekly basis on the deliverables without scheduled Peer Review.
Peer Reviewer	<ul style="list-style-type: none"> Review the DLV and document feedback/comments according to the format agreed with the Deliverable Owner/Author; Communicate the documented feedback/comments back to the DLV Owner/Author; Review and approve implemented changes.
Deliverable Owner/Author	<ul style="list-style-type: none"> Ensure DLV is ready for Peer Review; Identify the format in which Peer Review feedback/comments are documented and communicated back to the DLV owner; Send the DLV and other related documentation to the peer reviewer; Make changes to the DLV based on the Peer Review feedback/comments; Archive the Peer Review results as evidence.

Table 3-1: Roles and Responsibilities

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4 PEER REVIEW

4.1 Peer review process flow

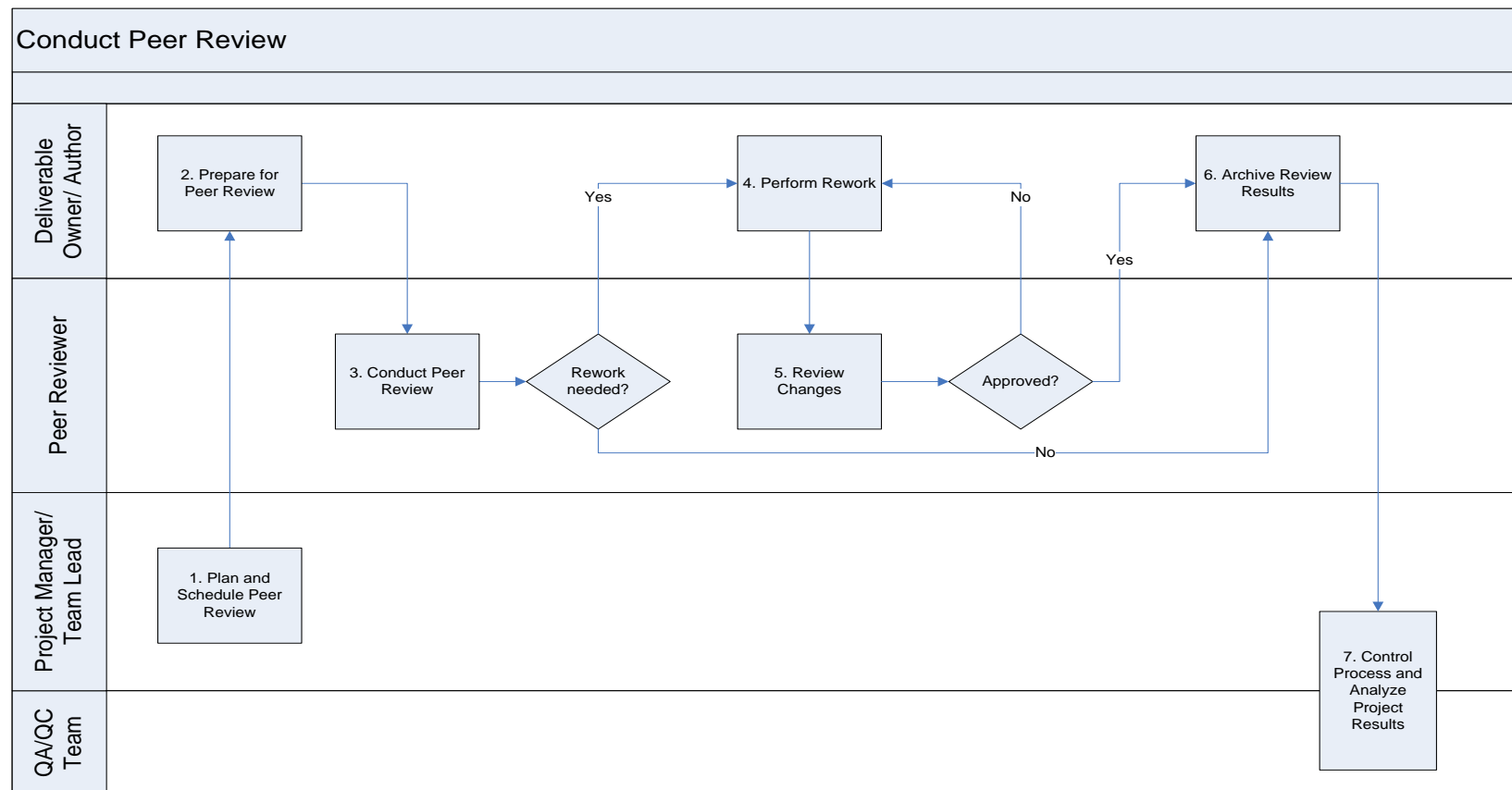


Figure 4-1: Peer Review

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4.2 Process Details

Nr.	Process step and description
1	Plan and Schedule Peer Review - Project Manager/Team Lead
	<ul style="list-style-type: none"> Identify a peer reviewer(s) with sufficient knowledge and expertise to enable good review of the deliverable; Schedule time for Peer Review in the QTM project plan (assign task in MS Project). Schedule review well in advance to allow enough time for preparation, execution and rework.
2	Prepare for peer review - Deliverable Owner/Author
	<ul style="list-style-type: none"> Check if the selected DLV is ready for Peer Review. If Peer Review is at risk of not hitting the due date, escalate to the Project Manager/Team Lead. This may result in rescheduling Peer Review. It is important to reschedule Peer Review before the deliverable(s) due date (SfR date); Identify the format in which Peer Review feedback/comments are documented and communicated back to the DLV owner (e.g. via email, in a document using Microsoft Word's Track Changes feature, via individual Peer Review feedback forms, etc.); Send the DLV to peer reviewer(s).
3	Conduct Peer Review - Peer Reviewer
	<ul style="list-style-type: none"> Carefully review DLV and document feedback/comments according to the format agreed with the Deliverable Owner/Author. The result of Peer Review should be either documented DLV approval or a list of review comments, including required changes and/or non-conformity to DLV standards and requirements; Communicate the documented feedback/comments back to the DLV Owner/Author via the communication channel agreed upon.
4	Perform Rework - Deliverable Owner/Author
	<ul style="list-style-type: none"> Make changes to the DLV based on the Peer Review feedback/comments; Contact the peer reviewer if there are any comments where more clarification is required from the reviewer(s); When all problems are addressed, send the fixed DLV to the peer reviewer to review implemented changes;
5	Review Changes - Peer Reviewer
	<ul style="list-style-type: none"> Review changes with the Deliverable Owner/Author; If necessary, schedule additional Peer Review(s) to evaluate changes;

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Nr.	Process step and description
	<ul style="list-style-type: none"> • Repeat until the deliverable gains documented approval; • Send the approval to the Deliverable Owner/Author.
6	Archive Review Results - Deliverable Owner/Author
	<ul style="list-style-type: none"> • Archive Peer Review results as an evidence to ensure they are traceable.
7	Control Process and Analyse Project Results - Project Manager/Team Lead, QA/QC Team
	<ul style="list-style-type: none"> • Project Manager/Team Lead keeps track of all DLV review processes and analyse Peer Review data at the project level, ensure continuous process improvement; • QA/QC Team controls if Peer Review has been performed/results are documented before the deliverable(s) due date (SfR date) and escalate (if needed) to the Project Manager/Team Lead. • QA/QC Team weekly reports on the deliverables without scheduled Peer Review.

Table 4-1: Process Details

4.3 Output

The procedure produces the following outputs:

- Documented and archived Peer Review results;
- Deliverable with implemented Peer Review comments.

4.4 Exit Criteria

The exit criteria for Peer Review are:

- Peer Review comments addressed, closed and approval received from a peer reviewer.