

DigitalHome Inspection Process	
Purpose	Guide for carrying out a formal Fagan-type inspection of a software work product.
Entry Criteria	Software artifact appropriate for inspection
Roles	<ul style="list-style-type: none"> • Author: The person responsible for development of the softer work product • Moderator: The person responsible for managing the inspection process and facilitating the inspection meeting. • Recorder: The person responsible for recording inspection meeting decisions and completing the inspection report. • Inspector: the person who inspects the work product or some portion of it.
Phase	Activity
Planning	The inspection is planned by the moderator.
Overview Meeting	<ul style="list-style-type: none"> • The author describes the background of the work product and provides an overview of its contents. • The moderator reviews the inspection guidelines (listed below), describes the inspection process and inspection forms, assigns roles and makes inspection assignments.
Preparation	Each inspector uses the inspection checklist to examine the work product to identify possible defects and record them in a defect log.
Inspection Meeting	<p>During this meeting</p> <ul style="list-style-type: none"> • The moderator reads through the work product, part by part • The inspectors point out possible defects found in each part. • The inspection team decides on the defect status (no defect, major defect, minor defect) • The recorder records information about defects in a defect log and completes inspection report.
Rework	The author makes changes to the work product based on the defects identified in the inspection meeting.
Follow-Up	The changes by the author are checked to make sure all defects have been addressed.
Exit Criteria	<ul style="list-style-type: none"> • All inspection forms are complete. • Software work product has been revised, removing identified defects.
Inspection Guidelines	<ul style="list-style-type: none"> • Plan and prepare for the inspection. • Develop an inspection checklist (or revise an existing one) of things to be checked. • The work product should be inspected in small “chunks”. • Inspect the work product, not the developer. • Set an agenda for inspection meeting and stick to it. • The inspection meeting should last no more than one hour. • Limit the number of participants and insist upon advanced preparation. • Limit debate and rebuttal in the inspection meeting. • Identify problems; do not attempt to solve them. • Take written notes of the meeting; collect size, effort and defect data. • Complete all inspection forms.