

INSTRUCTION FOR COMPLETING THE INSPECTION SUMMARY REPORT

1. The Inspection Report should be completed after completion of the inspection meeting. Typically, the Recorder would be responsible for collecting data and completing the form.
2. **General Inspection Information:**
 - Complete all table entries which are applicable.
 - **Size Measure** would be such things as pages, screens, pseudocode lines, lines of code, test cases, etc.
 - The **Time** entry for each member of the inspection team should be the total time (in hours, e.g., 2.8) spent by a inspection team member, excluding the time spent in the inspection meeting.
 - The **Rate** is calculated as $Size/Time$ (e.g., $24 \text{ pages}/2.3 \text{ hours} = 10.4 \text{ pages/hr}$).
 - The **Est Yield** is the percentage of defects removed by an inspector and is calculated as $\# \text{ Major Defects}/\text{Total Defects}$ (e.g., $10 \text{ defects}/22 \text{ defects} = 45.5\%$)
3. **Defect Information:**
 - For each identified major defect, enter an **ID** (typically 1, 2, ...) and a description. **Major defects** either change the program source code or would ultimately cause change in the program source code; all other changes are minor.
 - **Column A:** When all defects are listed, identify the inspector who found the most defects and check the boxes under A that correspond to the defects found by that inspector.
 - **Column B:** After column A is completed, check each box in Column B if some other inspector (other than the Column A inspector) found the defect.
4. **Summary Information:**
 - **Total Inspection Time** is the sum of all time spent by the inspection team – preparation time, inspection time, meeting time, and completion of reports and forms.

Note: The Inspection Report form was adapted from the following book:

[Humphrey 2000] Humphrey, Watts S., *Introduction to the Team Software Process*, Addison-Wesley, 2000.