

Sample Review Preparation Log

Review Details

Review ID: _____ Review Item: _____ Revision: _____ Phase: _____
 Date: _____ Start Time: _____ End Time: _____ Total Effort: _____
 Reviewer Name: _____ Role: _____

Instructions for Completing this Log

- Please review the work product line by line, using the appropriate 'Review Preparation Checklist'
- Look for general problems as well as those related to your specific technical role
- Number any potential problems you have noted on your copy of the Review material
- For each area of the Review item, highlight below, whether you have issues. Give a brief description of the issue & classify the item by circling the appropriate category (i.e. defect, comment or suggestion for improvement & whether it is a major or minor fault)
- Any general comments can be noted on the back of this form

Item No.	Page No.	Line or Tag	Description	Type of Item	Severity
1				Defect Comment Improvement	Major Minor
2				Defect Comment Improvement	Major Minor
3				Defect Comment Improvement	Major Minor
4				Defect Comment Improvement	Major Minor
5				Defect Comment Improvement	Major Minor
6				Defect Comment Improvement	Major Minor
7				Defect Comment Improvement	Major Minor

Sample Review Preparation Log

Item No.	Page No.	Line or Tag	Description	Type of Item	Severity
8				Defect Comment Improvement	Major Minor
9				Defect Comment Improvement	Major Minor
10				Defect Comment Improvement	Major Minor
11				Defect Comment Improvement	Major Minor
12				Defect Comment Improvement	Major Minor
13				Defect Comment Improvement	Major Minor
14				Defect Comment Improvement	Major Minor

General Comments