

# Inspection Master Plan

## Planning

Inspection Leader	Steve Allott	Date	14 Oct 1998	Inspection ID	IQA001
Project Reference	ISEB READY	Document Type	Training material		

	Document Name	Pages	Tag
Product	Trainer's notes – introduction	5	TN0
	Trainer's notes – module 1	18	TN1
	Trainer's notes – module 3	5	TN3
	Trainer's notes – module 4	16	TN4
	Slideshow module 1	9	SS1
	Slideshow module 3	3	SS3
	Slideshow module 4	4	SS4
Source(s)	ISEB Foundation syllabus		IS
Rules	Generic rule set for documents		GR
Checklists	Checklist for training materials draft 0.1		CH

How much time did the Leader spend planning the Inspection and checking the entry criteria ?  
 \_\_\_\_\_(hours)

## Kick Off Meeting

Date 14/10/98 Start Time 3:30pm Finish Time \_\_\_\_\_ No of Attendees \_\_\_\_\_

## Individual Checking

Initials	Role	Plan Rate	Pages Checked	Time Taken	Majors Found	Minors Found	Improvement Suggestions.	Questions to Author
Mike	Testing content	15						
Peter	Training	15						
Lyn	Completeness	15						
Melissa	New to testing	15						

## Logging Meeting

Date 20/10/98 Start Time 2 pm Finish Time \_\_\_\_\_ No of Attendees \_\_\_\_\_

Majors Logged	Minors Logged	Improvement Suggestions	Questions to the Author	New Items Found in Meeting

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### Leader Follow Up and Exit

Has the Author/Editor taken some action on each of the issues that were logged YES / NO ?

How much time did the Author/Editor spend fixing the defects? \_\_\_\_\_ (hours)

How much time did the Leader spend in follow up ? \_\_\_\_\_ (hours)

Major Defects Fixed	Minor Defects Fixed	Improvement Suggestions	Change Requests Raised

Please sign this form and give it to the Inspection Co-Ordinator who will update the Inspection database.

Leader Signature \_\_\_\_\_ Date \_\_\_\_\_

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