MOREQ2 REVIEW PROCESS INSTRUCTIONS

THANK YOU for agreeing to review the MoReq2 drafts. This document contains essential instructions for the review. In this document you will find:

n What the drafts look like;

n How to submit review comments;

n How to download the review form;

n What to do if you have questions.

WHAT THE DRAFTS LOOK LIKE

MoReq2 will consist of several "chapters". Most of the chapters will contain functional requirements, organised in tables. We will publish these draft chapters one at a time for your review.

The table below shows you what a MoReq2 chapter will look like.

Section 10 Version 1 (Excerpt)	
ID	**Text Requirement & Rationale**
114	**10.4 WORKFLOW**
127	**10.4.7 - The Administrator should be able to designate that individual users are able to reassign tasks/actions in a workflow to a different user or group.**
128	*Rationale - A user may wish to send a file or record to another user because of the record content or the assigned user is on leave.*

Please look at this sample, and note that:

n The chapter number and the version number are shown in the top row.

n The left hand column contains an "ID number". This ID number is for the project drafts only; it will not be published in the final MoReq2. You must use this ID number to reference Moreq2 requirements in your comments to us.

n The content of MoReq2 is in the right hand column (the Text Requirement & Rationale column); it can be:

    p A heading (at any level);

    p A paragraph containing introductory text;

    p A requirement (please ignore any numbers in this column);

    p The rationale behind the requirement (rationales are *always in italics*).

We are asking you to review the Text Requirement & Rationale column.

HOW TO SUBMIT REVIEW COMMENTS

You must submit your comments on a MoReq2 Comment Form, by e-mail. Because of the large number of reviewers, we cannot accept comments in any other format.

You will need to download a copy of the MoReq2 Comment Form – see below. You will need Microsoft Word® to complete a MoReq2 Comment Form.

When you download a MoReq2 Comment form it will look like this:

Reviewer		Code		Date		Chapter		Version	
ID	**Comment**			**Reason for Comment**					

You should store a blank copy of this form so that you can re-use it for later chapters. You can store it as a "template" if you wish.

First, fill in the top row:

- n Your name;

- n Your "Panellist Code Number" – you will find this in the e-mail that we sent you;

- n The date;

- n The number of the chapter that you are reviewing (this is at the start of the chapter);

- n The version of the chapter that you are reviewing (this is at the start of the chapter).

Then fill in your comments, one per row. For each comment, enter the ID number of the bit of MoReq2 you are commenting on. This can be the ID number of a heading, of a requirement, of a rationale, etc.

Your review comments must make a clear suggestion. Comments such as *"this is unclear"* or *"I disagree"* will be ignored unless you explain why and you explain what you think is clearer or better. Use the "Comment" column to tell us what you think we should do, and the "Reason for Comment" to explain why. An example of a completed comment is:

Reviewer	Tim Burrows	Code	UP21	Date	30/01/07	Chapter	10	Version	1
ID	**Comment**			**Reason for Comment**					
127	This should be mandatory – change "should" to "must"			Without this, workflows will break down in the absence of a named individual.					

If you use all the rows, you can add more rows, for more comments, by clicking in the bottom-right cell and pressing the "tab" key (∗). Add as many rows as you need.

Please remember that the content and scope of MoReq2 is defined by, and limited by, the scoping study; and that all the definitions in MoReq still apply. The Scoping Study report is available from the project website, http://www.moreq2.eu.

When you have finished your review, please save the completed form, then send it to *MoReq2@cornwell.co.uk* with the subject line "MoReq2 Comments Section *X*" – replace *X* by the actual section number (10 in the example above).

HOW TO DOWNLOAD THE REVIEW FORM

Download the form from http://www.moreq2.eu/panellists.htm.

IF YOU HAVE QUESTIONS

If you have any query please contact the team by e-mail at moreq2@cornwell.co.uk.

Thank you for your co-operation!

The Cornwell MoReq2 Team