

Leading Effective Technical Reviews

Preparing, Executing, and Closing Major Project Reviews

Summary

- Two-day course, plus optional workshop (customizable)
- Provides a systemic overview of how to prepare for, execute, and follow-through on a major technical review – such as a System Requirements Review (SRR), Preliminary Design Review (PDR), or Critical Design Review (CDR)
- Focuses on the important steps that must be taken to ensure the needs of all external and internal stakeholders are met in these types of reviews
- Participants will also learn the power of the *Dead Horse on a Stick* and how it should be used
- Follows the terminology and conventions of the INCOSE Systems Engineering Handbook, ISO/IEC/IEEE 15288, and the Guide to the Systems Engineering Body of Knowledge (SEBoK)
- Practical information and tools are provided
- Includes several in-class exercises to solidify the concepts being presented
- Each student will receive a complete set of lecture notes and an annotated bibliography

What You Will Learn

- The major types of technical reviews
- How to effectively plan and manage the elements associated with a technical review
- Activities that need to be accomplished and products that need to be produced prior to a technical review
- Effectively managing the actual technical review
- Effective follow-up and closure of a technical review
- How to manage your team, suppliers, and customers in the context of a technical review
- The latest technical review lessons learned

Instructor – David D. Walden, ESEP

- An internationally recognized expert in the field of Systems Engineering
- Over 30 years of industry experience
- Taught over 100 courses to over 1600 students since 2006
- INCOSE Expert Systems Engineering Professional (ESEP)
- Senior Member of the IEEE
- Lead Editor of the INCOSE SE Handbook Fourth Edition
- Education
 - MS in MOT, University of Minnesota
 - MS in EE & CS, Washington University in St. Louis
 - BS in EE, Valparaiso University



Course Outline & Topics

- 1. Concepts and Principles.** Key Technical Review Concepts. Types of Technical Reviews. Key Challenges of Technical Reviews. Technical Reviews Lessons Learned.
- 2. Preliminaries.** Defining the Technical Review Goals and Objectives. Obtaining Stakeholder Buy-in. Technical Review Roles, Responsibilities, and Authorities. Planning and Budgeting the Technical Review. Establishing the Baseline to be Presented at the Technical Review.
- 3. Preparation.** Satisfying Entry and Exit Criteria of the Technical Review. Technical Preparation. Administrative/Logistical Preparation. Performing Dry Runs for the Technical Review. Team Preparation.
- 4. Execution.** Leading and Facilitating the Technical Review. Effectively Presenting During the Review. Recording the Results of the Technical Review.
- 5. Follow-Through.** Publishing the Minutes of the Technical Review. Closing the Action Items Generated During the Technical Review. Dealing with Any Issues that Come Up After the Review. Technical Review Closure with Customer. Providing Team Recognition. Evaluation of the Technical Review Effectiveness.
- 6. Summary and Conclusions.** Course Wrap-up.

Optional Review Workshop. Detailed guidance and support for your specific upcoming technical review.

**Typical Course Duration - 2 Days
Plus an Optional 1+ Day Workshop**

Earn up to 12 INCOSE PDUs!

Please contact Sysnovation for availability, customization, and pricing.