This peer review checklist is to be used by the reviewing developer when performing a peer review. This is also known as a secondary review. Below is a list of questions to answer along with a step by step execution process.

**How to Peer Review:**

*When performing a peer review, we will be capturing the results into the peer review rational work item task assigned to the user story that is being reviewed*.

1. When starting review
   1. Move rational work item for peer review into “in progress”
   2. Assign yourself as the owner
2. When performing peer review
   1. Utilize the checklist below and perform a review of the dev work done
3. Once peer review is complete
   1. On success
      1. Record peer review results into resolution description
      2. Make sure it is assigned to you
      3. Burn down hours spent doing peer review
      4. Move task to ‘done’
   2. On Failure
      1. Record peer review results into discussion (not resolution description)
      2. Make sure is assigned to your
      3. Burn down hours spent so far
      4. Notify primary developer of findings for corrections
      5. Rince and repeat until success is reached.

**Checklist:**

*It is assumed that this checklist will evolve and grow. Please feel free to suggest additions.*

* User story included? (Y / N ): Yes
* Routine code before and after changes? (Y / N / NA): Yes
* Documentation for new globals / nodes / files / data pieces? (Y / N / NA): No
* Coding standards and best practices are met? (Y / N / NA): Yes
  + *(we do not currently have an official coding standard)*
* Code comment? (Y / N / NA): No
  + *(who changed, what story and date, identify code changed at top of routine, maintenance history)*
* Unit Test document included (Test plan and results)? (Y / N / NA) Yes
* Passed XINDEX? (Y / N): Not applicable
* Error Handling? (Y / N / NA): No
* Locking? (Y / N / NA) No
  + *(locking of a patient record, user situation)*
* Peer Review Passed? (Y / N) Yes