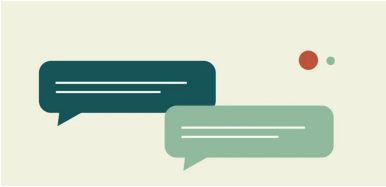
Design review facilitation



We run a two-hour remote concept review with an issue log and owner assignments.

Who it helps

Product teams and small manufacturers

The problem to solve

A technical review can identify a sound concern without assigning the work needed to clear it.

Working through the brief

1. **Agree the review agenda and concept inputs**

   Gather the agreed inputs. The design brief, constraints, supplied technical records and accountable reviewer.

2. **Facilitate the remote session**

   Track “Review issue” and “Action owner” together so the reviewer can connect the source information to the result.

3. **Document issues and owners**

   Use the issue log to capture what was agreed and identify when the design can return for review.

4. **Check the scope at handover**

   Reference work from approved inputs. Site checks, production release and independent sign-off are separate.

Worked example

A design review raises a clearance issue. Record the owner and the evidence required for the next review.

Read the service scope / ENG-024

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