

## Conducting Peer Reviews: Introduction

Hello and welcome to the ePlanning Basics module on conducting a peer review. In this module I will be focusing on initiating, completing, and responding to a peer-to-peer review on documents within the ePlanning system. My name is Udim Hong. I am an ePlanning facilitator with the BLM's National Operations Center in Denver and I'll be your instructor for this module.

At this point in the ePlanning process it is assumed that you or your team lead has created the project and that you have some content within the documents. This peer-to-peer review process in ePlanning is very similar to scientific reviews for research papers, which gives users the ability to constructively add comments on a document made by your coworkers. For the BLM, or users of ePlanning, this insures that NEPA or planning documents are of the best quality before going out to the public.

Basically what will happen is that the system will create one review PDF whereby users can add comments and consolidate all thoughts into that one PDF.

Typically the team lead or authors of specific sections can send out a review of a document, though anyone can conduct a review that has been sent to them from another individual.

Let's go through the objectives. When you complete this module you should be able to initiate a peer review process for a document or a section through ePlanning. You'll be able to conduct a peer review on somebody else's

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document or section, and if you're the team lead or author of a specific section that was sent out, you'll be able to respond to comments received from your peers. You can follow along in the ePlanning application while viewing this module either by toggling back and forth between the ePlanning application and this online course--or if you're lucky enough to have two computer screens at your desk, then you can see them both at the same time. You can hit the Pause button at any time if you need to practice what I'm describing and then hit Play again when you're ready for more.

As mentioned earlier, team leads or authors of sections of a document will prepare reviews for colleagues. If that applies to you, please continue on to this next lesson. Reviewers can be anyone from IDT members, program leads, supervisors, up to state office or Washington office individuals.

If you are just a reviewer of a document please jump ahead to the next lesson after this next one. Let's begin the peer review process.