To participate in the review of the SE Handbook, each participating chapter POC will need to complete the following steps:

1. The POCs for each chapter need to register as a reviewer via the Smartsheet [secure website](#).

   a. Indicate that you will submit review comments in bulk via the spreadsheet as available for download.

   b. You will receive a confirmation e-mail after registering

   c. You will need to provide a copy of the spreadsheet to any member of your group who will be participating in the group's review.

2. Download the draft SE Handbook via the link provided in the confirmation e-mail after registering

   a. Provide access to the SE Handbook draft document to the intended reviewers that you represent. Please do not share this document with people outside of your group.

3. Review the entire document or those chapters that are of your interest

   a. While reviewing, we advise you to let all reviewers in your constituency to use the available spreadsheet to collect their comments and suggestions.

   b. Suggestions and comments may be related to existing text, missing information or regarding graphics that you propose to be used in the document.

   c. Please collect all spreadsheets with the review comments and merge them into one spreadsheet.

   d. We ask you to do a first screening of the review comments in the merged spreadsheet, remove any duplicates, check for consistency of all comments listed and provide additional information for any incomplete review comments.

4. Submit your comments via the SE Handbook review website.

   a. Comments can be submitted in bulk by means of uploading the merged and complete spreadsheet.

We ask for feedback of the Systems Engineering Handbook by **June 21, 2021** at the latest. Since we are expecting to have each chapter's comments as a consolidated and consistent set, it will be necessary to set an earlier comment deadline for the group review in order to allow enough time to do the consolidation and pre-screening. Please submit group/chapter comments through the dedicated secure website, as indicated above.