

**Statement of Requirement**  
**Provision of the Discovery Phase for Project Regimental History App for Royal Air Force Honington**

Ref            Requirement  
**A**                **General Requirements**

**A.1**            **Scope of Requirement**

A.1.a            As part of Project REGIMENTAL HISTORY, there is a requirement to conduct discovery into the utility of a Mobile App based solution to exploit the RAF Regiment's history and make it accessible to a wide target audience.

Understanding how the app could be used remotely (from the Heritage Centre) and compliment an 'in person' visit would be an area to be exploited. The Provider needs to be able conform to MOD Processes. The Discovery Phase requires a Provider to produce:

- Assumptions
- 3 Proposed Technology stacks & their reasoning why
- EPICS / User Stories
- Estimation on each EPIC.
- How they confirmed or denied their assumptions
- User Research to be conducted before Playback.
- Playback and analysis of the user research conducted. Written data and analysis who did they ask? etc...
- A proposed RoI model (ads, pay to fund, etc..)
- Opportunities and feasibility of Augmented Reality across the development of the App

**A.2**            **Definitions**

A.2.a            In addition to the definitions detailed in the Terms and Conditions of the Contract the following definitions shall also apply. Where the definitions below contrast to those detailed in the Terms and Conditions of the Contract then the definitions within the Terms and Conditions of the Contract shall take precedence.

Definition

Interpretation

Contractor's Personal Use

Any use of MOD furnished property, facilities or equipment intended for the primary benefit of the Contractor or the Contractor's Personnel which is contrary to the MOD's interests is considered personal use.

Contractor's Personnel

Any employees, including sub-contractors or other agents working on behalf of the Contractor, shall be deemed the Contractor's Personnel.

<u>Ref</u>	<u>Requirement</u> Designated Officer	The Designated Officer is the MOD representative responsible for the Requirement and is as defined at Box 2 of DEFFORM 111 of this Contract.
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### A.3 Abbreviations and Acronyms

A.3.a In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the Contract the following abbreviations and acronyms will be used.

<u>Abbreviation or Acronym</u>	<u>Interpretation</u>
AOC	Air Officer Commanding
DO	Designated Officer
EPIC	Explicitly Parallel Instruction Computing - An EPIC is a large user story that cannot be delivered as defined within a single iteration or is large enough that it can be split into smaller user stories.
MOD	Ministry of Defence
OC	Officer Commanding
RAF	Royal Air Force
RoI	Return of Investment
SC	Security Check
SoR	Statement of Requirement

### A.4 References

A.4.a In addition to the references detailed in the Terms and Conditions of the Contract the following references shall also apply as well as any subsequent revisions and amendments to the references. This list does not absolve the Contractor from conforming to any other relevant publications.

<u>Reference</u>	<u>Version</u>	<u>Source</u>
Data Protection Act 2018	2018 c. 12	<a href="http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted">http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted</a>
Government Security Classifications	1.1	<a href="https://www.gov.uk/government/publications/government-security-classifications">https://www.gov.uk/government/publications/government-security-classifications</a>
Government Technology Code of Practice (TCoP)		<a href="https://www.gov.uk/guidance/the-technology-code-of-practice">https://www.gov.uk/guidance/the-technology-code-of-practice</a>

### A.5 Processes and Related Taskings

A.5.a There are no other requirements or contracts which Industry may need to consider, or other interdependencies which will affect the Requirement.

<u>Ref</u>	<u>Requirement</u>
<b>A.6</b>	<b>Site</b>
A.6.a	The Site for the delivery of all services is RAF Honington. RAF Honington is sited at Bury St Edmunds, Suffolk, IP31 1EE.
<b>A.7</b>	<b>Security</b>
A.7.a	The Contractor is to ensure that all of the Contractor's Personnel have Security Check (SC) clearance. Where the Contractor's Personnel does not have SC clearance, individuals will only be allowed access to MOD facilities where they are escorted by appropriate MOD Personnel.
A.7.b	All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. The classification of the material to be handled shall not exceed OFFICIAL in nature.
A.7.c	All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018.
<b>A.8</b>	<b>Site Access</b>
A.8.a	The Contract will require MOD access authority or be escorted.
<b>A.9</b>	<b>Safety and Environmental Provisions</b>
A.9.a	When on the Site the Contractor is to comply with all MOD Safety, Health and Environmental Protection regulations and policy.
<b>A.10</b>	<b>Hours of Operation and Times of Delivery</b>
A.10.a	All services to the Site shall be delivered between the hours of 0800 - 1700 on weekdays with exception of recognised UK Bank Holidays and Public Holidays.
<b>A.12</b>	<b>Contract Monitoring</b>
A.12.a	For the purposes of contract monitoring, representatives of the Contractor will routinely report to the Designated Officer on the performance of the Contract.
A.12.b	The Contractor is responsible for the performance of the Contract by any sub-contractors or other agents working on behalf of the Contractor. The Contractor is to deal with any issues relating to any sub-contractors or other agents working on behalf of the Contractor, this however does not exclude sub-contractors or other agents working on behalf of the Contractor from attending any Contract Monitoring meeting or contributing to any report where it is appropriate for such sub-contractors or other agents to do so.
A.12.c	If any sub-contractors or other agents working on behalf of the Contractor are found unsuitable, for whatever reason, the Contractor is to engage with the relevant sub-contractors or other agents to broker a resolution.

<u>B Ref</u>	<u>Deliverable Requirements Requirement</u>	<u>Additional Information</u>	<u>Quantity</u>	<u>Standard of Performance</u>
B.1	<b>Undertake the Discovery Process</b>	<ul style="list-style-type: none"> <li>• Identify Key Personas</li> <li>• Explore Entire Product Scope</li> <li>• Identify Core User Journeys</li> <li>• Identify key screens by user journey</li> <li>• Identify requirements for each screen</li> <li>• Create a backlog for design and development by release</li> <li>• Create a testable artefact to secure feedback</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Identify Key Personas</li> <li>• Explore Entire Product Scope</li> <li>• Identify Core User Journeys</li> <li>• Identify key screens by user journey</li> <li>• Identify requirements for each screen</li> <li>• Create a backlog for design and development by release</li> <li>• Create a testable artefact to secure feedback</li> </ul>
B.2	<b>Confirm deliverables and outputs</b>	<ul style="list-style-type: none"> <li>• An Alpha Backlog</li> <li>• A shared agreement of scope</li> <li>• A share understanding of what good looks like</li> <li>• A good understanding of how to measure success</li> <li>• A clear picture of the people you need to involve</li> <li>• Provide analysis of the further opportunities for the App to be utilised – bringing the user from the remote domain to the in-person domain with the exploitation of Augmented Reality when physically exploring the RAF Regiment history and Heritage Centre.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• An Alpha Backlog</li> <li>• A shared agreement of scope</li> <li>• A share understanding of what good looks like</li> <li>• A good understanding of how to measure success</li> <li>• A clear picture of the people you need to involve</li> </ul>