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| **Quality Assurance & Test (QAT) Management –**  **Lot 7**  Example Work Package of requirements | |

This is an example and illustrative work package requirement only. It is provided for the sole purpose of supporting the letting of the QAT Agreement. The requirement is only representative of the type of work package that may be required – this work package will not be commissioned or delivered.

As part of the commercial bidding process, suppliers are invited to respond to this example work package in order to help inform the evaluation process and their ability to meet the requirements with value for money solutions and services.

The response to this work package will be reviewed along with the full bid response against the published evaluation criteria. There will be a single assessment and score given against each criteria based on the combined evidence i.e. the response to this work package will not be assessed or scored in isolation.

**Suppliers should not raise clarification requests against this work package requirement as part of the formal procurement process. As part of the response to the work package suppliers can include the types of questions or clarifications they would raise if this was to be a ‘live’ requirement**.

Quality Assurance & Testing for IT Systems

Quality Assurance & Test (QAT) Management

Example Work Package Definition

# Overview

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| Project Name | Project Rome |
| Work Package Publication date | 24/01/2017 |
| Closing Date for Supplier Proposals | 31/01/2017 |
| QA and Testing, currently provide a testing service within the Home Office and across other government departments. This work package covers the QAT Management` for a large project (Project Rome) within a high profile and challenging technology change initiative in a government department outside of the Home Office | |

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# Background

## The project is delivering bespoke new systems that are to integrate with legacy systems and has wearable end user devices as a core part of the solution.

## The scope of the QAT Management service to be provided will include the coordination of all functional and non functional testing and test assurance. There is also a requirement to establish an overarching project test strategy and ensure that test capability and collateral can be used for future projects within the program. This project will be run using a combination of Agile and traditional waterfall methodologies to deliver.

## The test design and execution will be done by third party suppliers and in-house Quality Assurance teams. The scope of this requirement is to provide overall test management across the test lifecycle across all the suppliers.

# Statement of Requirement

## The changes within scope for Project Rome include:

* Replacing legacy disparate infrastructure with a new platform
* Functional enhancements to a case-working application
* Development of new interfaces between four major and highly complex systems
* Development of new public-facing registration service for users to access
* Integration of wearable devices with the system

## The testing services required are overall test management, typically working as part of a system integration function, and taking delivery ownership for QAT across the project. This will be a mixture of assuring delivery of third-parties’ testing services and taking responsibility for the Authority-side testing services.

## The activities to be managed and coordinated to ensure overall quality is achieved include the following:

* Automated system testing being undertaken by the sprint teams, including user testing and user trialling
* System integration testing of the above applications to ensure that the delivered changes function correctly across application boundaries, both for the changed applications and to other applications with which they interface
* Operation acceptance testing to ensure that the solution complies with the live service requirements and process design documentation
* Load and performance testing to ensure that the solution complies with the requirements and is performant
* Non functional testing, e.g. security testing to ensure that the signing service between interfaces are complied with
* Live proving to ensure that the end to end solution has been configured correctly within the production environment
* Development of an automated regression pack to support future projects within this programme

## To deliver an effective QAT Management capability so as to establish and manage an appropriate level of testing in line with project delivery plans and specifically to:

* Develop, agree and communicate the Project level Test Strategy including confirmation of resource requirements.
* Pro-actively engaging with key stakeholders to identify and agree the scope and ownership of each test phase and to support the production of a Programme Test Strategy.
* Manage and coordinate all agreed Authority test activities and deliverables.
* Develop, agree and implement a Management Reporting Strategy.
* Support and encourage a “continuous improvement” ethos across the programme, to ensure action is taken to strengthen the test regime, covering services provided both Quality Assurance and external service providers.
* Ensure compliance with any standards that are specific to testing or unique to the Project and actively participate and feedback into the Project’s Change Management Process

# Deliverables

## The following deliverables will be expected at project / test management level:

* Project Test Strategy
* Project level Defect Management Process
* Status Reports
* Resource Plans
* Finance/budget reports

## The following deliverables will be expected at test phase level (from the third-parties that are responsible for the testing):

* Test Plan
* Test Schedule
* Test Completion Reports
* Daily Progress Report (during execution)
* Regression Test Pack

# LOGISTICS

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| Location(s) where work will be carried out | Croydon |
| Working arrangements | On site 5 days / week although some flexibility in terms of travel to other UK sites is required. |
| Security Clearance Requirements | SC |
| Start Date | 1 February 2017 |
| Expected completion date | 1 December 2017 |

# EVALUATION CRITERIA

## The purpose of this example work package is to help inform the assessment of the full tender response. Evidence from your response to this work package will be considered alongside the responses provided against the tender (using the evaluation criteria sections as below). The quality and relevance of any clarification questions contained within the work package response will also be considered as evidence:

* 2 - Resources & Capability (People, Technology, Knowledge)
* 3 – Service Development
* 4 – Responsiveness
* 5 – Value

# ANNEX ROLE DESCRIPTIONS AND BANDINGS

## The attached covers the roles that are expected to be required across all Lots to be let on the Agreement.



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