Questions and Answers in relation to the LEAP ITT for Managing and Overseeing the Implementation of the LEAP Data Integration Platform.

1. In requirement 4 (​Please provide evidence of your organisational and project management skills) in what form should the evidence be provided (reference from another client, CV’s of the managerial team that we propose for the project, professional certifications of the project team, etc.)?

RESPONSE: We would expect the respondent to refer to previous similar work that was undertaken and outline the project management skills used to help achieve your results.  It would be useful if this could link with the referees in template 2. We would also expect to have CVs of the proposed team members, outlining their experience.

1. For requirement 3 (Please provide a work plan of high technical quality that will meet our objectives) we would need the list of items that have to be implemented and their level of priority, can you provide us that kind of list?

RESPONSE: We would expect to see a Gantt Chart that outlines the various tasks required to provide oversight of the implementation, outlining interdependencies.  There is an order for services to be onboarded as some will be more challenging than others, although this would be the case wherever the platform was being developed.

1. When is the planned date for starting the project and the due date for the final delivery?

RESPONSE: The planned start date is by the start of December, with final delivery date by the end of June.

1. For managing the projects, Keitaro is using agile methodologies and all projects are implemented using the Scrum framework. Is there any specific framework you would prefer to be used for managing the project or can we use the proposed one - Scrum framework?

RESPONSE: There isn’t a specific framework, however we are familiar with Scrum so this would be the preferred option.

1. Do you use or have any preferred project management tool such as Asana, Jira, GitLab where the requirements will be managed (i.e. requirements in backlog, requirements in the sprint, the progress of the requirements, assigned resource and etc.)?

RESPONSE: We have been using Trello to support Scrums etc.

1. Regarding the Project management processes, Keitaro is using project management templates which in detail present the work progress. Do you use some specific management processes or documentation templates, or can Keitaro use its existing ones?

RESPONSE: If you have templates for your own project management processes we are agreeable to these being used.

1. For the User testing of the Data Integration Platform requirement and the user manual, should Keitaro use its own templates for testing the features implemented on the platform, or do you have your own preferred templates?

RESPONSE: We do not have preferred templates although some have been used as part of in iterative process in simple terms for tracking testing.