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| CCS_2935_SML_AW | HO Logo |
| **QAT Functional Test Service – Lot 4**  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 QAT Functional Test Service

Example Work Package Definition

# Overview

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| Project Name | Project A |
| Work Package Publication date | 01/01/2017 |
| Closing Date for Supplier Proposals | 15/01/2017 |
| QA and Testing, currently provide a testing service within the Home Office and across other government departments. This work package covers the delivery of functional test services for a large project within a high profile and challenging technology change program at the Home Office | |

# Background

## The INIT program is to deliver critical, high profile technology changes for the Police. Project A is to deliver the initial functionality and capabilities upon which all the other projects in the program are dependent.

## The scope of the functional testing services to be provided will include system, system integration and user acceptance testing, using a professional approach to testing.

## There is also a requirement to build test capability and collateral that can be used for future projects within the program and the wider Home Office delivery portfolio. This project will be run using a waterfall approach to delivery.

# Statement of Requirement

## The functional changes within scope for Project A include:

* Amendments to screens across 3 applications, circa 30 screens
* Amendments to the contents of feeds to 2 existing applications (the receiving applications are otherwise outside of the scope of this project)
* Development of additional interfaces (data feeds) to 3 existing applications within other business portfolio at the Home Office;
* Development of a new Application Program Interface (API) for an externally managed application;
* Development of additional reporting to business teams; circa 15 new reports used by 12,000 users

## The testing services required are as follows and will cover all changes (as outlined above) in scope for this project:

* System Testing to evaluate the delivered changes against agreed requirements
* User Acceptance Testing to ensure the delivered changes meet business needs;
* System Integration Testing of the above applications to ensure that the delivered changes function correctly across application boundaries, both for the changed applications as listed above and to other applications with which they interface
* Development of regression pack to support future projects within this programme.

## Suppliers will have proven delivery ability across all test phases being delivered within this package of work. All resources will be expected to be ISTQB accredited. Strong test management and thought leadership essential.

## The supplier will work to the current QA and Testing Policy, Test Strategy and best practice guidelines. All people assigned will work within the Home Office Security and HR Policies.

# Objectives

## The provider will be accountable for the provision of the above System Testing (ST), System Integration Testing (SIT) and User Acceptance Testing (UAT) services and to promote a culture of collaboration with customer, project, and supplier stakeholders.

## Specifically to:

* Ensure that project test requirements are clearly articulated and are fit for purpose
* Work collaboratively with supplier delivery teams, to ensure that test execution is co-ordinated (across supplier systems / environments, etc) and that defects are managed appropriately
* Ensure that all interface, integration and end-to-end functional and non-functional requirements are appropriately tested
* Work with business and operational stakeholders to ensure that planned testing is understood, agreed and approved as early as possible

## During UAT

* Facilitate Risk Based Testing Workshops to capture and determine the high priority areas in order to best focus the UAT effort, within the limited time available
* Work with business representatives to prepare and execute test scenarios
* Implement and manage the Defect Management tools and processes, including facilitating Defect Review Boards to ensure that defects are reviewed and prioritised with appropriate stakeholders
* Actively manage and co-ordinate test execution
* To provide regular progress reports, either formally or informally, as required by the project throughout the duration of test execution window
* Record test results and, upon completion of the test activity; prepare the supporting Test Report to help inform project led release decisions
* Identify and agree on risks, issues, escalation process and mitigation

# Deliverables

## High Level Delivery Timelines

* System Test Execution: 01/03/2017 – 15/04/2017
* Integration Test Execution: 16/04/2017 – 30/05/2017
* UAT Execution: 01/06/2017 – 30/06/2017

## The following deliverables will be expected at project level:

* Project Test Management Schedule
* Project Test Strategy
* Weekly Test Status Report

## The following deliverables will be required ST/SIT/UAT test phase level:

* Test Plan
* Test Execution Schedule
* Test Scenarios
* Test Execution Management Logs
* Test Completion Reports
* Daily Progress Report (during execution)
* Regression Test Pack

## In addition to the test reporting outlined in earlier sections, a weekly progress report and progress meeting with the QA and Test Manager will be required.

# 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 | 15 July 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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