

NSI Requirements Definition for Vendors 1.0
Conformance Statement

Version 1.0.4
March 2017

Introduction

This form contains a series of questions that need to be answered. Please complete ALL the fields in the questionnaire below to produce a conformance statement for your Requirements Definition process. Your completed form should be submitted to the Certification and Verification Authority along with your Registration Form. Please ensure that you use the current version of the questionnaire. See the Guide to the NSI Certification and Verification Program and Guide Supplements for more information. Please note that all information in this conformance statement will appear on the public Register of certified practices, except for the name of the Business Practice Manager. Revision History showing the changes in this Conformance Statement from prior versions is contained at the end of this document

1. Submitter Information

Enter the name of the organization:

NeoPollard Interactive

Enter the name of the author of this Conformance Statement:

Rinat Belfer

2. Business Practice Information

2.1 Business Practice Location

This is the Business Practice Location in which requirements definition process is carried out under the leadership of the Business Practice Manager, and in which the documented processes and procedures for requirements definition are accessible. The Business Practice Location is where the on-site assessments are performed.

Business Practice Location

10 Habarzel street
Tel Aviv, ISRAEL

2.2 Business Practice Management

This is the Business Practice Manager within your organization who has overall responsibility for managing the requirements definition process on a day-to-day basis and ensuring that it is carried out in accordance with the documented processes and procedures.

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Business Practice Manager Name: Rinat Belfer

Title: VP Projects at NPi

3. Best Practice Implementation

Your Organization is required to implement all of the "Should" requirements in which the Practitioner is identified as "Vendor" in Appendix A of the Requirements Definition Best Practice, or provide rationale for why the recommendation is not implemented. If there are any "Should" requirements that your Business Practice does not support at all or does not support as a normal course of business for each product you produce, please identify each such requirement and your rationale for why your organization believes the requirement is not applicable or required.

Requirement Number is the identifying number and Requirement is the actual text of the requirement, as specified in Appendix A, Requirements Checklist.

Requirement Number	Requirement	Rationale

4. Characterization of the Vendor's Requirements Definition Business Practice

This section identifies the optional requirements associated with the Vendor's Requirements Definition process. Your Organization is not required to provide support for these optional requirements, but you are required to indicate which ones you support and in what capacity. Please answer each question below and provide supporting text, as appropriate.

4.1 User Interface

Question 1: Does your organization prototype user interfaces?

- Yes, always
- Yes, sometimes
- Yes, if requested to do so by a lottery
- No

If you selected "Yes, sometimes", please explain the situations in which your organization might use a prototype:

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Rationale:

Using a prototype to demonstrate the user interface in order to achieve consensus on the user interface description is optional.

Reference:

Quality Assurance of Product Development in the Lottery Industry: Requirements Definition, April 2004 - Section 4.3.3.1, Best Practice Requirements for User Interface.

4.2 Project Planning

Question 2: Does your organization define acceptance criteria for each phase of a project?

- Yes, always
 Yes, sometimes
 Yes, if requested to do so by a lottery
 No

If you selected "Yes, sometimes", please explain the situations, in which your organization might define phase acceptance criteria:

There are two levels of acceptance in the project. There are the internal acceptance criteria that are usually defined for the project by us the vendor to assure the delivery will be within good quality. And there is another level of acceptance criteria that is for the lottery to define. We can assist if they will require but it is their decision. We don't require this form the lottery.

Our usual aspects of acceptance are:

1. During Implementation-
 - 1.1 Acceptance Criteria for a user story are defined by the feature team as part of the user story grooming. A user story will not move to the state Ready without acceptance criteria definition.
 - 1.2 Acceptance Criteria are the trigger to move a user story from the state Ready into Done
2. During end to end testing-
 - 2.1 Once the user stories are done we deploy them into a release candidate environment (RC) for regression tests.
 - 2.2 Successful regression test and bugs resolution are an entry criteria for the higher environment- UAT
3. During UAT-
 - 3.1 Deployment to UAT and regression test by the vendor
 - 3.2 UAT testing by the lottery
 - 3.3 Lottery reports on bugs or change requests
 - 3.4 Implementation of fixes or changes as agreed with the lottery
 - 3.5 formal acceptance by the lottery of the release in UAT and approval to deploy the release to the production
 - 3.6 Installation request form is sent by the vendor and is approved by the lottery
 - 3.7 Release notes are send to the lottery
 - 3.8 Deployment to production

Rationale:

Defining acceptance criteria in the project plan for each specific phase of a project is optional. If this level of acceptance criteria is defined, then definition should be a joint effort of the lottery and vendor and both the vendor and lottery should sign-off at the end of each phase of the project indicating that acceptance criteria have been met.

Reference:

Quality Assurance of Product Development in the Lottery Industry: Requirements Definition, April 2004 – Section 4.3.4.1, Best Practice Requirements for Project Planning.