

**NSI Requirements Definition for Lotteries 1.0**  
**Conformance Statement**

Version 1.1  
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 verified practices, except for the name of the Quality 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:**

Oklahoma Lottery Commission
-----------------------------

**Enter the name of the author of this Conformance Statement:**

Andrew White
--------------

### 2. Business Practice Information

#### 2.1 Business Practice Location

This is the Business Practice Location in which acceptance testing 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.

Oklahoma Lottery Commission
-----------------------------

#### 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.

<b>Business Practice Manager Name:</b> Scott Moulton
<b>Title:</b> Director of Information Technology

### 3. Best Practice Implementation

*Your Organization is required to implement all of the "Should" requirements in which the Practitioner is identified as "Lottery" 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.*

<b>Requirement Number</b>	<b>Requirement</b>	<b>Rationale</b>
7d	The Requirements Specification should address portability considerations.	Lottery explained that there hasn't been any portability requirements in the projects. Section 6 was added after the last verification.
22a	The project plan should include an overall project schedule that includes deliverables, milestones, and dates.	Everyone uses Microsoft project documents where all info can be found by all.
22f	The project plan should include the roles, responsibilities, and contact information with phone numbers for each of the project team members from both the lottery and the vendor, including the project managers.	Names are listed in Section 9.4. Lottery sent the contact list that is referenced and used.
26	If acceptance criteria are defined for any phase of the project, then both lottery and vendor should sign-off that the acceptance criteria have been met for those phases of the project.	Lottery sent the sign-off page for the Acceptance Criteria Doc.

## 4. Characterization of the Lottery's Requirements Definition Business Practice

*This section identifies the optional requirements associated with the Lottery'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.*

### Project Planning

#### Question 1: Does your organization define acceptance criteria for each phase of a project?

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

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

#### 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.*