

	system vendor and lottery will both contribute to this document, they must define at the beginning of the process which organization has the responsibility for creating and maintaining the Requirements Specification.						
3	The Requirements Specification must be formally reviewed and receive sign-off approval from both the lottery and the system vendor.	Must	4.3.1.1				
4	Sign-off approval on the Requirements Specification should occur prior to the start of the Development Process.	Should	4.3.1.1				

Requirements Definition: System Design

All of these requirements are germane to every certification registration.

Rqmt Num	Base requirement	Level	Reference in Best Practice	Project 1		Project 2	
				Document in which evidence is found	Reference within Document	Document in which evidence is found	Reference within Document
8	The system design must be documented.	Must	4.3.2.1				
9	The system design must include an overall view of the system, including all relevant components and their role in the system.	Must	4.3.2.1				
10	The system design components and system design as a whole must map to the functional requirements defined in the Requirements Specification.	Must	4.3.2.1				
11	The system design documentation must describe the parts of the lottery environment with which the new system or updated system components will interact. For a new system, the focus is on the relationships and interactions between the new system and any existing systems, such as the lottery's existing back-office systems. For updated system components, the focus is on providing a sufficient understanding of the changes to be made and their impact on the overall system.	Must	4.3.2.1				
12a	For system components containing hardware, the system design must describe the architecture of the overall lottery system in which the components will operate, including the relationships between the components.	Must	4.3.2.1				
12b	For system components containing software, the system design must describe the process flow, covering the various components, how they interact, and the interfaces between components. Additionally, the parameters, formulas, and restrictions regarding input, processing, and output requirements.	Must	4.3.2.1				
13	The system design must be formally reviewed and receive sign-off approval from both the lottery and the vendor.	Must	4.3.2.1				

Requirements Definition: User Interface

All of these requirements are germane to every certification registration.

Rqmt Num	Base requirement	Level	Reference in Best Practice	Project 1		Project 2	
				Document in which evidence is found	Reference within Document	Document in which evidence is found	Reference within Document
14	The user interface of the system must be documented. This may be documented in the Requirements Specification, or it may be included in another document.	Must	4.3.3.1				
15a	The user interface description must include the portion of the system that the user will use to interact with the system (e.g. the keyboard, mouse, buttons, pictures, menus, windows, prompts, and dialogs).	Must	4.3.3.1				
15b	The user interface description must include the target users of the system.	Must	4.3.3.1				
15c	The user interface description must include scenarios of how potential users of the system would typically use the components.	Must	4.3.3.1				
15d	The scenarios in the user interface description should reflect typical users from each audience who will use the components.	Should	4.3.3.1				
15e	The user interface description must include the process flow or state transition that a user would go through for each area of functionality.	Must	4.3.3.1				
16	A prototype of the user interface may be used to demonstrate the user interface and help achieve consensus between the lottery and the vendor on the user interface description.	May	4.3.3.1				
17	The user interface description must be formally reviewed and receive sign-off approval from both the lottery and the vendor.	Must	4.3.3.1				

Requirements Definition: Project Planning

All of these requirements are germane to every certification registration.

Rqmt Num	Base requirement	Level	Reference in Best Practice	Project 1		Project 2	
				Document in which evidence is found	Reference within Document	Document in which evidence is found	Reference within Document
18	A project manager must be assigned from the vendor organization, with the responsibility to monitor, control, and manage the project.	Must	4.3.4.1				
20a	There should be a high-level project planning document that is referenced by both the vendor and the lottery.	Should	4.3.4.1				
20b	The vendor and the lottery may each have their own private project plans containing details specific to their own internal planning.	May	4.3.4.1				
21	The project-planning document should become a dynamic guide for the execution of the project. Supporting facts and documentation used to create the project plan should be included so that assumptions can be checked.	Should	4.3.4.1				
22a	The project plan should include an overall project schedule that includes deliverables, milestones, and dates.	Should	4.3.4.1				
22b	The project plan should include	Should	4.3.4.1				

22b	The project plan should include any pertinent time constraints, which could affect the overall project timeline.	Should	4.3.4.1				
22c	The project plan should include any pertinent dependencies or issues, which could affect the deliverables or schedule.	Should	4.3.4.1				
22d	The project plan should include the resources assigned to the various tasks, and the timeframe for completion of each task.	Should	4.3.4.1				
22e	The project plan should include the resource requirements needed by both the lottery and the vendor.	Should	4.3.4.1				
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.	Should	4.3.4.1				
22g	The project plan should include plans for the level, type and format of communications between the various parties during the course of the project.	Should	4.3.4.1				
22h	The project plan should include any pre-existing requirements needed for other organizations affiliated with the lottery.	Should	4.3.4.1				
22i	The project plan should include risks, risk tracking, and risk mitigation strategies	Should	4.3.4.1				
23	Vendors and lotteries must work together to define and formally agree the deliverables, milestones, and dates.	Must	4.3.4.1				
24	Vendors and lotteries should work together to define applicable phase acceptance criteria for each phase of the project.	Should	4.3.4.1				
25	The project plan may include acceptance criteria associated with various phases of the project.	May	4.3.4.1				
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.	Should	4.3.4.1				

Requirements Definition: Acceptance Criteria

All of these requirements are germane to every certification registration.

Rqmt Num	Base requirement	Level	Reference in Best Practice	Project 1		Project 2	
				Document in which evidence is found	Reference within Document	Document in which evidence is found	Reference within Document
27a	The acceptance criteria should include and define how each (if any) new hardware or software component change should function as determined by the project Requirements Specification.	Should	4.3.5.1				
27b	The acceptance criteria should include and define how each (if any) change to an existing hardware or software component should function as determined by the project Requirements Specification.	Should	4.3.5.1				
27c	The acceptance criteria should include and define the acceptable effect of any new or changed component (if any) on any other component or scenario.	Should	4.3.5.1				

27d	The acceptance criteria for risk should document the impact on customer satisfaction.	Should	4.3.5.1				
27e	The acceptance criteria for risk should document the impact on retailer sales and accounting.	Should	4.3.5.1				
27f	The acceptance criteria for risk should document the impact on ease-of-use.	Should	4.3.5.1				
27g	The acceptance criteria for risk should document the impact on product and system integrity and performance.	Should	4.3.5.1				
27h	The acceptance criteria for risk should document the impact on quality of products and product documentation.	Should	4.3.5.1				
27i	The acceptance criteria for risk should document the impact on satisfaction of the acceptance test results.	Should	4.3.5.1				
27j	The acceptance criteria for risk should document the impact on any other factors.	Should	4.3.5.1				
27k	The acceptance criteria for integration requirements should account for reviewing the business processes impacted by the changes.	Should	4.3.5.1				
27l	The acceptance criteria for integration requirements should include ensuring that the people responsible for the affected business functions know of the changes.	Should	4.3.5.1				
27m	The acceptance criteria for integration requirements should include ensuring that the people responsible for the affected business functions are notified in advance of what business process changes need to be made (if any).	Should	4.3.5.1				
27n	The acceptance criteria for integration requirements should include ensuring that non-software issues are resolved in time to support the installation of the new software or hardware.	Should	4.3.5.1				