

NSI Requirements Definition for Vendors 1.0 Conformance Statement

Note to submitter: 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 when you register for certification. Please ensure that you use the current version of the questionnaire (available on the certification/verification web site) for your submission. 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 author of this Conformance Statement

Organization:

Author:

2. Business Practice Information

Business Practice Location

This is the Business Practice Location in which requirements definition 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:

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.

Business Practice Manager:

Name:

Title:

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 select each such requirement and supply your rationale for why your organization believes the requirement is not applicable or required.

Requirement	<input type="text" value="None"/>	⌵
Rationale	<input type="text"/>	
Requirement	<input type="text" value="None"/>	⌵
Rationale	<input type="text"/>	
Requirement	<input type="text" value="None"/>	⌵
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Requirement	<input type="text" value="None"/>	⌵
Rationale	<input type="text"/>	

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.

User Interface

Question 1: *Does your organization prototype user interfaces?*

Response:

- 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:

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.

Project Planning

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

Response:

- 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:

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.