

## Appendix 4: Project and progress plan

### The Agreement, clause 2.1.1 Project and progress plan

The Contractor must propose a detailed project and progress plan within the framework of the overall milestones in the table below.

Milestone	Date	Description
MS1	15 October 2019	Contract signature.
MS2	30 November 2019	The Customer has approved the overall project and progress plan.
MS3	30 November 2019	The Customer has approved the first version of system specification.
MS4	15 January 2020	System ready for Acceptance test 1: "Configured system, integration with Påloggingssystemet".
MS5	15 February 2020	Selection of test writers starts authoring in the new system.
MS6	1 May 2020	System ready for Acceptance test 2: "System integration with PASP".
MS7	15 August 2020	All user roles have access to new system.
MS8	15 August 2020	System ready for piloting of national tests and mapping tests in new system (~2000 deliveries).
MS9	15 August 2020	System ready for Acceptance test 3: "System integration with PASX".
MS10	15 October 2020	System ready for examination of selected subjects in new system (~2300 deliveries).
MS11	15 January 2021	System ready for Acceptance test 4: "Solution end-to-end acceptance test".
MS12	1 April 2021	End of final acceptance test of the solution.
MS13	May 2021	Examination of most subjects in new system (~260 000 deliveries).
MS14	August 2021	All continuous tests in new system (~100 000 deliveries annually).
MS15	September 2021	All national tests and mapping tests in new system (~920 000 deliveries).
MS16	November 2021	Examination in a selection of subjects in new system (~4 300 deliveries).
MS17	May 2022	Examination of all subjects in new system (~300 000 deliveries).

The detailed project and progress plan must at least contain project phases, estimated time period (calendar time), milestones, assumptions and dependencies between main activities, and who is responsible for the activity/deliverables. The project and progress plan must be based on the requirement specification in SSA-T, Appendix 1.

The detailed plan shall also contain a time schedule for the testing of the software and for the training of different user groups. The plan must also include the Customer's contribution throughout the project.

The development of a final project and progress plan will be a collaboration between the Customer and the Contractor from the contract has been signed and until completion of milestone 3 (MS3).

This work will be based on the requirement specification in SSA-T, Appendix 1 and the Contractor's offer. The Customer's acceptance tests will be based on this work.

[The project and progress plan and the proposed team for implementation of the system must be described by the Contractor in Appendix 2].

### **Description of the Contractor's proposed method**

The Contractor must describe the proposed method and approach for the project. The Contractor must clarify how the method facilitates user involvement and involvement of the Customer.

[The proposed method and approach for the project must be described by the Contractor in Appendix 2].

### **Description of the Contractor's proposed implementation team**

The Contractor must provide an implementation team that has sufficient expertise in development, testing, solution architecture, training, operations and project management.

[The proposed implementation team for the project must be described by the Contractor in Appendix 2].

### **The Agreement, clause 2.1.4 Partial deliveries**

The solution will consist of partial deliveries that meet the different requirements of each milestone in the milestone plan stated in SSA-T, Appendix 4.

The supposed first partial delivery will consist of a configured custom solution according to the Customer's needs and requirements. New versions of the system and the integrations with the Customer's administration systems will be delivered as separate partial deliveries.

The content of the various partial deliveries will be specified by the Contractor and approved by the Customer in the specification phase.

Each partial delivery will be subject to acceptance testing and approval as described in SSA-T Appendix 5.

### **The Agreement, clause 2.2.2 Delivery and approval of the detailed specification**

A final detailed specification, cf. clause 2.2.1, and a complete project and progress plan for the deliverables, cf. clause 2.1.1, shall be handed over to the Customer, for final review and approval by the deadlines set out in the milestone plan stated in SSA-T, Appendix 4.

### **The Agreement, clause 2.3.7 Training**

The Contractor should offer training for the different user groups of the system.

The table below describes the estimated needs for training.

<b>User groups</b>	<b>Volume</b> (approximate number of people)	<b>Purpose/Description of training</b>	<b>Methods and learning tools</b>	<b>Training available by</b>
Technical personnel	10	Complete overview of the system, and appropriate level of knowledge and skills to provide help to all user groups. Level of training: Advanced	Instructor-Led Training Job-aids	November 2019
Super users	5	Complete overview of the system, and appropriate level of knowledge and skills to provide help to all user groups. Level of training: Advanced	Instructor-Led Training Job-aids	November 2019
Subject specialists	15	How to create tests/exams, administration of the process, administration of the exam committee. Level of training: Intermediate	Instructor-Led Training Job-aids	January 2020
Test committee	10	How to create tests/exams, administration of the process, administration of the committee. Level of training: Intermediate	Instructor-Led Training Job-aids	January 2020
Test writers/ examination committee	5000	How to create tests/exams Level of training: Intermediate	Job-aids	January 2020
County Governor	70	How to support the administration and monitoring of exams. Level of training: Intermediate	Job-aids	March 2020
County municipality	100	How to create tests/exams, administration of the conduction, administration of the committee. How to support the administration and monitoring of exams Level of training: Intermediate	Job-aids	March 2020
Municipality	500	How to support the administration and monitoring of exams Level of training: Intermediate	Job-aids	March 2020
School Administrators	3300	How to support the administration, conduction and monitoring of exams Level of training: Intermediate	Job-aids	March 2020
Graders	5000	Assessing examination papers and administration of complaints. Level of training: Intermediate	Job-aids	March 2020
Teachers	50000	Conduction and monitoring exams.	Job-aids	March 2020

		Level of training: Basic		
Pupils	500000	Level of training: Basic	Job-aids	March 2020

[In Appendix 2, the Contractor must describe how they can meet the Customer's needs for training with recommended methods and learning tools for the different user groups. The Contractor should also describe the conditions and requirements of the Customer's contribution, as well as how the service is intended to be implemented].

### **The Agreement, clause 2.4.5 Performance of the Customer acceptance test**

The acceptance test shall be commenced and completed in accordance with the deadlines set out in the milestone plan in SSA-T, Appendix 4. Milestone plan changes must be approved by the Customer.

### **The Agreement, clause 2.4.7 Commissioning**

The schedule for preparing for commissioning must be in accordance with the deadlines set out in the milestone plan in SSA-T, Appendix 4. The detailed plan for commissioning of the partial deliveries will be specified by the Contractor and approved by the Customer in the specification phase.