CEN

WORKSHOP

AGREEMENT

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English version

Business Interoperability Interfaces for Public procurement in Europe - Part 4: Evaluation guidelines for testing and piloting

This CEN Workshop Agreement has been drafted and approved by a Workshop of representatives of interested parties, the constitution of which is indicated in the foreword of this Workshop Agreement.

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Content

Foreword

This CWA is part 4 of a multi-parts CWA. It has been prepared by the CEN/ISSS Workshop on Business Interoperability Interfaces for Public procurement in Europe (WS/BII).

The multi-parts CWA has been officially approved at the final WS/BII Plenary Meeting on 4 November 2009.

The current document is: Part 4 – Evaluation guidelines for testing and piloting
The different parts of the multi-parts CWA are:

- Part 0: Introduction
- Part 1: Profile overview
- Part 2: UBL-UN/CEFACT convergence
- Part 3: Toolbox Requirements
- Part 4: Evaluation guidelines for testing and piloting

Here is the list of the companies which have officially endorsed the multi-parts CWA:

A.N.C.R.T.I. – Romania

BMF – Austria

Bos | Bremen online services GmbH & Co. KG – Germany

Cel e-Procurement FOD Personeel en Organisatie – Belgium

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Document Engineering Services Ltd. – United Kingdom

D.G. Patrimonio del Estado/Ministerio de Economia – Spain

EDI & Business Integration MACH ApS – Denmark

ENEA – Italy

GS1 Europe – Netherlands

IBM – Denmark

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Innovasion – Denmark

International Surety Association (ISA) – Holland

JustSystems EMEA Limited – United Kingdom

KSZF – Hungary

Logica – Denmark

Microsoft Denmark ApS – Denmark

Ministère des Travaux Publics – Luxembourg

Ministerie van Economische Zaken – Holland

National IT and Telecom Agency – Denmark

NEXUS IT – Spain

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SFTI – Sweden

SKI – Denmark

UNISYS – Belgium

University of Koblenz-Landau – Germany

The CEN/ISSS Workshop on business interoperability interfaces for public procurement in Europe (CEN/ISSS WS/BII) is established in order to:

- Identify and document the required business interoperability interfaces related to pan-European electronic transactions in public procurement expressed as a set of technical specifications, developed by taking due account of current and emerging UN/CEFACT standards in order to ensure global interoperability

- Coordinate and provide support to pilot projects implementing the technical specifications in order to remove technical barriers preventing interoperability

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Introduction

*`Cheshire Puss,' [Alice] began, rather timidly, as she did not at all know whether it would like the name:
however, it only grinned a little wider. `Come, it's pleased so far,' thought Alice, and she went on. `Would you
tell me, please, which way I ought to go from here?'
`That depends a good deal on where you want to get to,' said the Cat.
`I don't much care where--' said Alice.
`Then it doesn't matter which way you go,' said the Cat.
`--so long as I get SOMEWHERE,' Alice added as an explanation.
`Oh, you're sure to do that,' said the Cat, `if you only walk long enough.'*

One interpretation of the quote (one of many possible) from by Lewis Carroll's "Alice's Adventures in
Wonderland" is that if you don't have a plan, it doesn't matter what you do. It can also be argued that in order
to understand whether the plan was a successful one or not, you must gather information and analyze this
information in order to raise awareness and increase the knowledge level. This is essence the end goal with
the Lessons Learned document and its constituents.

The lessons learned report will provide guidance for capturing the important aspects of executed pilots.

 Areas covered in the report are:

- Background and rational (effect goals, mission statement, purpose, objective)

- Pilot execution (overview level description)

- Organization and resources

- Stakeholders

- Impact

- Technology aspects

- Quality assurance

- Risks and mitigation of risk

- Issues and change management

- Next step

1   Scope

1.1   General

This document together with attachments (see below) presents guidance to capture "Lessons Learned" for Pilot projects.

This CWA can be used as the boilerplate for "Lessons Learned", that is information pertinent to experiences and insights captured before, during and immediately after conducting a Pilot.

"Lessons Learned" is a loosely and open ended term, but is typically used as the collective moniker for a document that compiles information about an event (project, pilot, task etc.) with the purpose to obtain knowledge about one or more areas. The end goal of the Lessons Learned effort is – put in other words – to improve something, "something" being a process, the way an individual task is executed, user support, information access, quality of services and more.

The target group for the Lessons Learned report might vary depending on the subject for the Lessons Learned. In this case, the Lessons Learned report will most likely be of greatest value to the management and the stakeholders of the PEPPOL project.

The method used to capture the information necessary to create a Lessons Learned is in essence based on the notion that several elements of the Pilot Support Guidelines Framework will be used to collect the information that constitute the Lessons Learned. The Guidelines referred to in the previous sentence are the **Evaluation**, **Test** and **Pilot Execution Guidelines**.

Given the "distributed collection" model, it is important to understand how the different Guidelines entities are related:
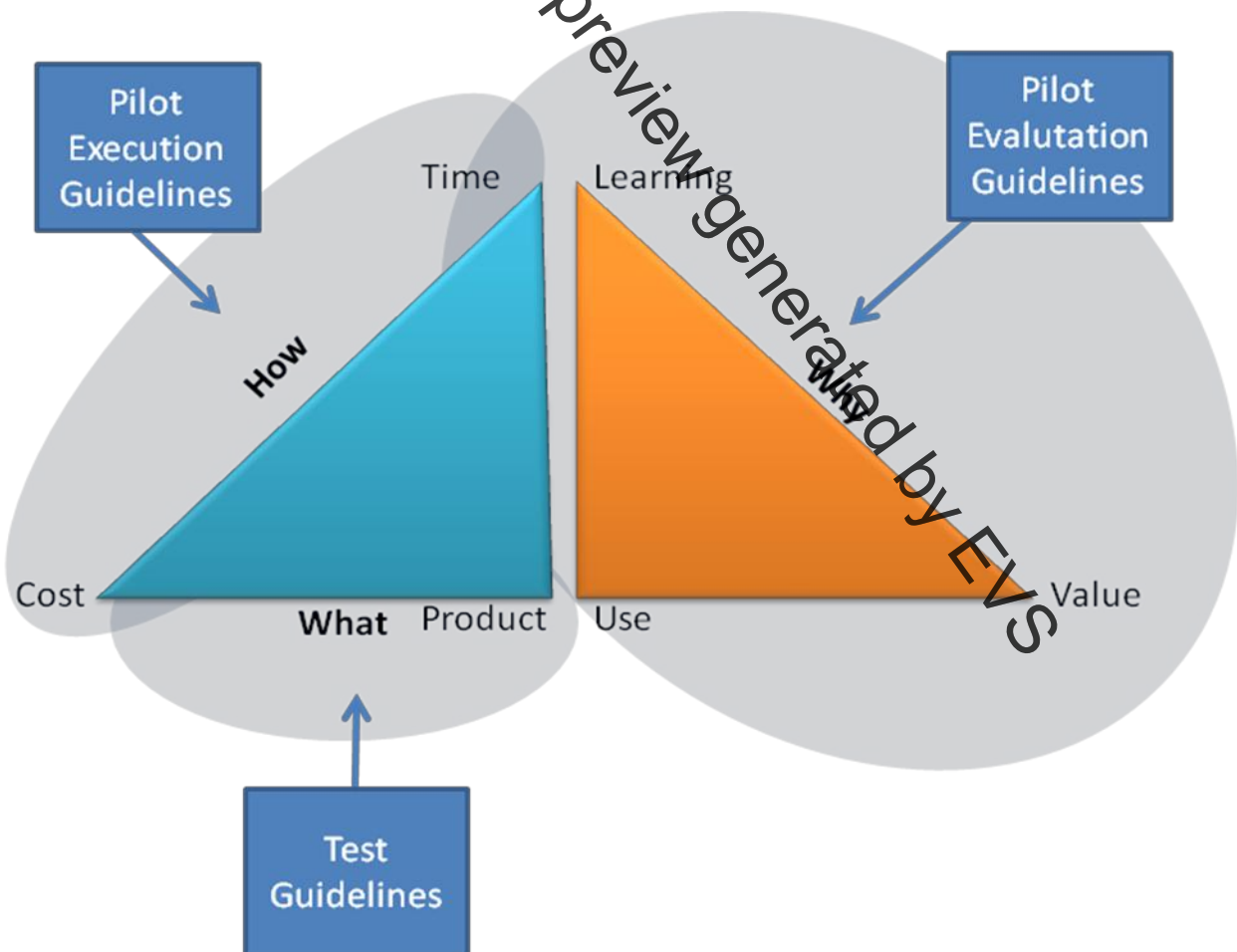

Figure 1 – The CEN ISSS BII Pilot Support Guidelines framework

The three cornerstones needed in order to secure the best possible result ultimately are:

- "**How**" – how should the Pilot be executed in relation to critical factors as Cost (on budget) and Time (on time). The Pilot Execution Guidelines provides support to create the best possible support for executing the Pilot project.

- "**Wha**t" - given the requirements for the solution (either developed, procured and/or composed based on existing services and/or systems), we must understand and verify the quality level of the critical elements of the solution. The Test Guidelines assist the Pilot resources in setting up and executing test and quality assurance with the end goal to verify that all elements meet the requirements defined in the Profile architecture specification.

- "**Why**" – in order to assess the actual value of the Pilot, we need to understand why rational for the pilot. We must understand the actual value created and we also need a structured means to identify and verify the value. The Evaluation Guidelines provides this framework.

"**In conclusion**: even though the "object" for the Lessons Learned is clear and specific, the Lessons Learned report is based on the notion that the elements need in order to create the Lessons Learned are in essence generic. To provide a generic (as opposed to proprietary) framework is done on purpose. The composition and usage of the framework will make it specific to the domain (E-Procurement). The subject for the efforts, namely the CEN ISSS BII profiles, is naturally also specific. By using best practice based and loosely coupled Guidelines elements will ensure that, any element that will need to be replaced or modified is not going to affect the whole Framework.

1.1 Report structure

This CWA consists of the actual CWA – the Lessons Learned Report – and its annexes, listed below:

- **Annex 1**: Test Guidelines

  Deliverable according to the CEN ISSS BII WS business plan: Test criteria and success measures – how to do it? Including requirements for Test Guidelines (WG4.5)

  - [Test Guidelines]
  - [Test Case Template]
  - [Conformance Test Checklist]
  - [Test Case Creation Workflow]
  - [Test Case Description - Basic Invoice BII004 Main]
  - [Test Case Basic Invoice BII004 - Collaboration]
  - [Test Case Basic Invoice BII004 - Summary]
  - [Test Case Basic Invoice BII004 - Transaction]

- **Annex 2**: Evaluation Guidelines

  Deliverable according to the CEN ISSS BII WS business plan: Test criteria and success measures – how to do it? Including requirements for Test Guidelines (WG4.5)

  - [Evaluation Guidelines]

- **Annex 3**: Project Template for execution

  Deliverable according to the CEN ISSS BII WS business plan: Project template for execution and Pilot Execution Checklist

- [Project Template for Execution](#)
- [Pilot Execution Checklist](#)

- **Annex 4**: Project Report Template

  Deliverable according to the CEN ISSS BII WS business plan: Project report template

  - [Project Report Template](#)

- **Annex 5**: Report on the multipart cross border pilot projects and recommendations

  Deliverable according to the CEN ISSS BII WS business plan: Report on the multipart cross border pilot projects and recommendations

  - [Multipart cross border e Procurement pilot and recommendation](#)

1.2   Target audience

This document is aimed primarily at those resources involved in setting up and executing pilots based on and using CEN BII technical specifications either in cross-border or in national environments. Given the generic nature of the WG4 deliverables, other users such as project managers, change managers and general management might find value in the material provided.

Having read this document you should be able to:

1. Understand how to set up and execute in terms of evaluating, testing and running the pilots.

2. Understand how the CEN BII Profile architecture affects and relates to the areas mentioned in the previous section.

3. Understand why the important aspects and incentives for conducting quality assurance.

4. Know the main requirements that are important to consider in order to conduct successful pilots related to execution, evaluation and test.

2 Normative References

2.1 General

The following normative documents contain provisions that, through reference in this text, constitute provisions of this CWA. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this CWA are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies.

2.2 Legal References

- None

2.3 Technical References

- Universal Business Language (UBL) v2.0 OASIS Standard December 2006

- The CEN BII profile architecture framework (with ref to the CEN ISSS BII CWA for WG1)

2.4 Reports and studies

- EIF 2.0 - DRAFT FOR PUBLIC COMMENTS – AS BASIS FOR EIF 2.0 - 15/07/2008 - http://ec.europa.eu/idabc/servlets/Doc?id=31597

- V-Model – multiple sources, e.g. http://en.wikipedia.org/wiki/V-Model_(software_development)

- STORK – Secure identity across borders linked – e-Id STORK overview,

  https://www.eid-stork.eu/index.php?option=com_content&task=view&id=186&Itemid=5