

Product description 1 - PVS Pathway Evaluation System: PVS Evaluation Mission Report Form (Report Form)

INTRODUCTION

This document lists the requirements of the above-mentioned product.

PURPOSE

A product description is used to:

- understand the detailed nature, purpose, function and appearance of the product
- define who will use the product
- identify the sources of information or supply for the product
- identify the level of quality required of the product
- enable identification of activities to produce, review and approve the product
- define the people or skills required to produce, review and approve the product.

PROJECT'S PRODUCTS DESCRIPTION

Identifier	1
Title	PVS Evaluation Mission Report Form (Report Form)
Purpose	<p>The PVS Evaluation Mission Report Forms are tools that will be used by PVS Pathway Experts to draft PVS Evaluation (or Follow-Up) mission reports.</p> <p>The PVS Evaluation Mission Report Form:</p> <ul style="list-style-type: none"> - Should be downloadable (for in-country missions where internet is suboptimal) - the expert team leader will have to upload his version back into the system - Should also be fillable collaboratively online by PVS Pathway Experts before, during and after a mission until the report is finalised. <p>Some of the fields (data) of the finalised Report form will populate the Evaluation transactional database (Product 9).</p> <p>The finalised Report will be stored in the Document Repository (Product 6).</p> <p>Annex 2 of this product description provides the process flow of how the PVS Evaluation Mission Report Form will be processed from blank to final.</p>

	<p>The annex also presents the collaboration and automation vision for the processing of the PVS Evaluation Mission Report Forms (or “Report Forms”).</p> <p>As presented in the Annex 2 below, different users will have access to the report form (accordingly to their user rights) at different steps of the workflow.</p> <p>The Service Provider is invited to suggest options for simplification of the workflow as needed.</p>
Composition	<p>The Report Form product is composed <u>of four main sub-products</u>:</p> <ul style="list-style-type: none"> • <u>The Report Form Template</u> (or “blank/fillable Report form”) <ul style="list-style-type: none"> - different Word templates exist corresponding to PVS Evaluations, PVS Evaluation Follow-Ups, PVS Evaluations/Follow-Ups- Aquatics, PVS Evaluations/Follow-Ups with a rabies, or a PPR annex. All templates are overall very similar. Report templates are based on the latest version of the PVS Tool (see Annex 1). • <u>A Baseline document folder</u>: <ul style="list-style-type: none"> - to which the country representative, the team leader PVS expert and OIE PVS administrators will have access - in which the country representative can share pdfs, word files or images for the PVS experts ahead of the mission (in the future this will be further expanded under the “Baseline document conditional tranche” of the project) • <u>The mission implementation folder (“mission folder”)</u>: <ul style="list-style-type: none"> - folder accessible to the expert team and PVS Administrator only - used for collaborative work on the Report Form. - used to compile all evidence documents (e.g. maps, copies of legislation, analysis reports, etc) received by the expert team during the mission (including draft mission reports, to be archived after the mission for PVS administrator access only) - Assignment of access to the mission folder (to be done by PVS Administrator). - Drafts reports are saved in the mission folder. • <u>Activation of workflow</u> in the processing of the draft Report Form. Each Report Form processing step involves different individuals for input and review. No fixed individuals. <p>Details of how these four functions are intertwined are described in Annex 2.</p>

Below is a description of what is expected of the Report Form and how key users can use the Report Form.

The **Report Forms** should:

- Be according to OIE approved layout.
- Maintain version control. The Report Forms are reviewed and updated regularly to maintain their relevance.
- Contain fields whose scalar/quantitative/categorical data can be automatically saved in the transactional database once the Report Form is **finalized** (final report) (See [Annex 1, 2](#) for the *current PVS Evaluation Mission Report template - currently a word template* and for details on the processing of the Report Form).
- Be saved (final version only) in the finalized document repository (Product #6) once validated by PVS staff. This will be used for qualitative dashboard reports.
- Be identifiable by **PVS Evaluation Type** (e.g. PVS Evaluation, PVS Evaluation Follow-up, PVS Evaluation Follow-Up with PPR/rabies specific content or PVS Evaluation-Aquatic/PVS Evaluation Follow-Up Aquatic). (See identified metadata and taxonomy of evaluation form in *Product 6: PVS Pathway Evaluation Document Repository*).
- Be able to update status of the document according to the process identified in [Annex 2](#) (Example: Draft Report Form, TL Draft Report, etc). This process may still be further refined before the start of IT development).
- Be able to go through designed workflow as per [Annex 2](#).
- Be accessible to specific reviewers (ex. peer reviewers, Director General, Country Delegate) during specific stages of the review, (as per [Annex 2](#)).
- It should be possible to extract only the executive summary of the report as a separate document.

The **PVS Expert(s)** should:

- Be able to access the mission's draft Report Form and fill it collaboratively in the mission implementation folder.
- Be able to download the Report Form from the mission's draft shared mission folder when needed.
- Not be able to access other draft folders not shared to him/her.
- (Fill-in the form) Be able to fill-in the form using tick boxes or text controls that they can fill in. They should not be able to edit the layout of the form or the texts of the critical competencies, and level of advancements (see current Report template in [Annex 1](#)). Appropriate form controls should be in place.

	<ul style="list-style-type: none"> • Be able to upload additional/supporting/evidence documents to the mission's implementation folder. <p>The PVS Pathway Administrator should:</p> <ul style="list-style-type: none"> • Be able to create a draft document repository for each mission (mission folder), where the Report form, and other documents needed for the mission are made available to the PVS Expert team. • Be able to assign editors to edit/peer-review the draft Report Form. See Annex 2. • Should be able to modify the status of the Report Form (i.e. Draft Report Form, TL Draft Report, etc. See Annex 2). • Be able to update the text of the critical competencies and levels of advancement, according to the entry in the database. • Add new sections when needed without affecting the relationship of the document to the database. • Be able to manage version control of the Report Form that can be downloaded in the PVS Pathway Information System. Old versions should be maintained in the mission implementation folder. • Be possible to extend the finalisation of document to the Director General (DG) or other identified person via a workflow. See Annex 2.
Derivation	<p>Annex 1 refers to the current template of the Report Form in a MS Word format document. The initial database script contains the “critical competencies” of this template (version 2019). This current version of the report template is still being reviewed for final validation. The new template will have to use latest technologies to facilitate data gathering. The tenderer will be requested to provide guidance on the structure of the template.</p>
Format and presentation	<p>Expected format and presentation of the PVS Evaluation Mission Report Form:</p> <p>The Service Provider is expected to suggest a best format option considering the needs presented.</p> <ul style="list-style-type: none"> • The product could be in PDF and MS Word formats which should be downloadable in the PVS Pathway Information System. • The Report Form should be intuitive and easy to fill in by the users. • The Report Form should align to the layout approved by PVS Pathway business unit.
Development skills required	<p>The developer is expected:</p>

	<ul style="list-style-type: none"> • To have familiarity with Acrobat PDF and MS Word document structuration that would allow saving of Evaluation Report Form content into the database. • To have experience in developing manually triggered workflows (ex. when document is ready for further review by other stakeholders). • To have experience in development of dynamic forms that allows extraction of information. • To have experience in developing forms that can feed into the transactional database. • To have experience in linking Report Form content to qualitative dashboard.
Quality criteria	The Report Form will be tested according to the user acceptance test plan defined that accompanies this product description.
Quality tolerance	<p>The use of PDF or MS Word or any other tool to develop the Report Form can be accepted provided that the tool:</p> <ul style="list-style-type: none"> • Will be accessible by both internal and external users to view and modify (record data). • Will not cause additional cost to OIE external users (PVS Pathway Experts). • Is easy to learn and get familiar to.
Quality method	<p>The Report Form product will be tested:</p> <ol style="list-style-type: none"> 1. Form based - according to agreed layout and user friendliness. 2. Business process testing - according to how the Report Form will be processed as Draft Report form, TL Draft report etc (Annex 2) 3. Data transfer from a filled Report Form to database (Product 9) <p>Annex 3 - User Test Acceptance Form - Report Form provides the details of how the Report Form will be tested.</p>
Quality skills required	<p>The skills required to perform the quality inspection on the product involves:</p> <ul style="list-style-type: none"> • Structural knowledge of the Report Form developed (as trained by developer). • Understanding and knowledge of PVS Evaluation Tool. • Understanding and knowledge of PVS Evaluation System database structure to validate upload. • Understanding of PVS Evaluation mission implementation processes.

Quality responsibilities	Producer/Developer: Service Provider Business Lead Tester: Maud Carron Business Data Specialist Tester: Valentyna Sharandak/Mario Ignacio Algüerno Database data upload verifier: Valentyna Sharandak and IT personnel Other users: Identified PVS Experts Approver: Maud Carron/Barbara Alessandrini
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ANNEX 1 - CURRENT PVS EVALUATION REPORT TEMPLATE

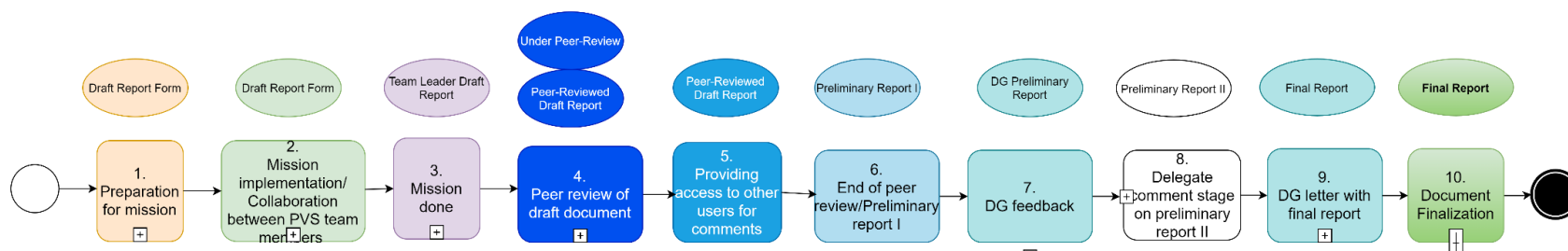
PVS Tool vs Report Template vs Report Form:

The [“PVS Tool”](#) (set of qualitative criteria for evaluating countries) is the reference framework (pdf document) used to develop PVS Evaluation Report templates (currently Word format - see **ANNEX 3 of Document B**), and now, will be used for the development of the Report Form as part of this project.

The Report Form is the desired “upgraded” version of current Word report template.

See **ANNEX 3 of Document B** for the PVS Evaluation Report Template currently being used.

ANNEX 2 - PVS EVALUATION MISSION REPORT FORM PROCESSING



Automation/Electronic interaction in each step:

1. **Preparation for mission.** A mission implementation folder (different from Document Repository Product 6) is created by PVS administrator - the folder will contain documents such as the unfilled Report Form and additional/supporting documents (evidences/pictures, PDF files, scanned docs, PPTs, Word docs).
 - a. The status of the Report Form at this stage is “**Draft Report Form**”.
 - b. Access given to PVS team experts by PVS administrator - folder level
 - c. PVS administrator adds relevant preparatory documents to mission folder (Administrative docs, Draft PPTs, Team Leader (TL) docs, Previous reports, Country communication, empty Draft Report Form)
 - d. The PVS Expert team of the mission should receive automatic notification that the mission folder is created (with link to the folder) - this is done when the Mission is confirmed by the country.
 - e. Any additional individual/s will be given permission by the PVS Administrator on a document basis as the process moves forward (e.g. if needed, to OIE Regional Representations (RR)/Sub-Regional Representations (SRR)).
2. **Mission implementation.** The mission’s PVS expert team, once given the permission to the folder, will collaborate and start working on the draft Report Form and upload evidence or additional documents to the mission folder.
 - a. The status of the Report Form at this stage is “**Draft Report Form**”.
 - b. Access to PVS experts - folder level
 - c. It is important that during this stage, that the versioning of the draft Report Form is maintained.
 - d. The PVS Experts team can download the draft Report Form.
 - e. If a PVS Expert team uploads a draft Report Form into the folder, the changes should be automatically merged.

3. **Mission done.** Once the draft Report Form is ready for review, the PVS Expert team (it is responsibility of Team Leader-TL) should trigger a workflow that informs PVS Administrator that the draft report is ready for sharing.
 - a. The status of the Report Form at this stage is **“Team Leader Draft Report”**
 - b. A notification should be received by PVS Administrator. Example:
 “The draft Report for the OIE PVS Evaluation mission in <Country name> is ready for review. --- <Name of PVS Expert Team Leader>”
4. **Peer-review of draft document.** The PVS Administrator provides access to the “Team Leader Draft Report” to other/additional PVS Expert/s (only to the form and evidence folder in the mission folder) for review and comments. The number of additional PVS Experts/reviewers varies at this stage.
 - a. The status of the Report Form at this stage is **“Under Peer-Review”**.
 - b. Access to Peer-reviewer expert- document or folder level (we give access to the folder with Evidence)
 - c. The PVS Administrator identifies the additional PVS Expert who will access the mission’s Report Form in the mission folder.
 - d. The PVS Administrator should be able to identify the end date of peer-review (usually within 2 weeks).
 - e. The additional PVS Expert identified should receive automatic notification that they can review the Report Form until identified end date of peer review (with link to the document).
 - f. The identified PVS Experts should be able to provide comments (with editing) to the **“Under Peer-Review”**.
 - g. Once the end date of peer review is over, the PVS administrator should receive automatic notification that it is over.
 - h. The status of the Report Form at the end of this stage is **“Peer Reviewed Draft Report”**.
5. **Providing access to other users for comments.** The PVS Administrator provides access to other individuals like RRs, SSRs etc.
 - a. The status of the Report Form at this stage is **“Peer Reviewed Draft Report”**.
 - b. Access to RR/SRR - document level
 - c. The PVS Administrator identifies additional individuals who can access the mission’s Report in the mission folder.
 - d. The PVS Administrator should be able to identify the end date of the comment period (usually 2 - 3 working days).
 - e. The additional individuals should receive automatic notification so that they can review the Report (with link to the document).
 - f. The identified individuals should be able to provide comments (no editing) to the Report. They can also send email to the PVS Administrator.
 - g. Once the end date of comment period is over, the PVS administrator should receive automatic notification that it is over.
 - h. This version is shared with TL to address comments if needed

6. **End of peer-review/Preliminary report.** PVS Administrator prepares the Report Form for the next stage of internal review and formatting elements if needed.
 - a. The status of the Report Form at this stage is **“Preliminary Report”**.
 - b. PVS Administrator may do some adjustments to the document.
7. **DG feedback.** The PVS Administrator prepares the Preliminary Report for Director General (DG) feedback or comments.
 - a. The status of the Report Form at this stage is **“DG Preliminary Report”**.
 - b. Access to DG - document level
 - c. The PVS Administrator gives access to the DG to the whole report
 - d. The DG should receive automatic notification that the mission’s Preliminary Report is ready for her feedback/comments.
 - e. The DG should be able to place comments in the Preliminary Report (no editing of the Report).
 - f. Once the DG has finalised review, the PVS administrator should receive automatic notification that it is over. If no feedback is received after 7 days, an automatic reminder is sent to the DG.
8. Delegates comments stage for the Preliminary report. The PVS Administrator prepares the preliminary report for the country Delegate.
 - a. The status of the Report Form at this stage is **“Preliminary Report”**.
 - b. Access to Delegate - document level
 - c. The PVS Administrator provides access to the country Delegate (or Contact persons) who can access and review the mission’s Report Form in the mission folder.
 - d. The PVS Administrator should be able to identify the end date of “Preliminary Report” review (usually within 1-2 months).
 - e. The country Delegate receives automatic notification that “Preliminary Report” is ready for their comments/feedback (with link to the document).
 - f. The identified individuals (in the country) should be able to provide comments (**no editing**) to the Preliminary Report. Note: the PVS administrator should be able to enter manually comments received by traditional mail in the system
 - g. Once comments are received, the administrator and TL are automatically notified and TL can make adjustments as needed.
9. **DG letter with final report.** Once the PVS Experts, Country Delegates and PVS expert team, agree that the Report can be finalised, the PVS Administrator prepares the document for finalisation.
 - a. The status of the Report Form at this stage is **“Final Report”**.

- b. PVS Administrator sends automatic notification to the DG that the Report is finalised.
- c. The DG should be able to provide feedback/comments to the document.

10. Document finalisation. Once the DG has provided her feedback/comments, the PVS administrator finalises the contents of the Report Form.

- a. The status of the Report Form at this stage is “**Final Report**”.
- b. Sharing with Delegate - document level and sending document in a hard copy.
- c. PVS Administrator makes PDF copy of the Final Report.
- d. PVS Administrator uploads the PDF file to fill in the transactional database and to save the finalised report in the Document Repository product.
- e. The PVS Administrator informs the PVS Experts, DG, Country Delegates, PVS team and other stakeholders of the new finalised report through automatic notification with link to the finalised document.

ANNEX 3 - USER TEST ACCEPTANCE FORM - REPORT FORM

The test plan will be finetuned further according to the sprint planning that OIE will have with chosen service provider.

User Acceptance Form - Report Form- to be provided at a later stage by the OIE .

Product description 2 - PVS Evaluation System

Product: PVS Pathway Information System Login Page

INTRODUCTION

This document lists the requirements of the above-mentioned product.

PURPOSE

A product description is used to:

- understand the detailed nature, purpose, function and appearance of the product
- define who will use the product
- identify the sources of information or supply for the product
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- define the people or skills required to produce, review and approve the product.

PROJECT'S PRODUCTS DESCRIPTION

Identifier	2
Title	PVS Pathway Information System Login Page (PVS System Login Page)
Purpose	<p>The Login Page is part of the PVS Pathway Information System and will be used for all phases of the PVS Pathway digitalisation.</p> <p>Though the Information System has some public contents, most of the contents are for internal and authenticated external users. It is therefore important that activities are logged, and major contents are accessible only by authenticated users.</p> <p>The type of users and the contents accessible to them are defined in Annex 1 (initial description, to be further validated). .</p>

Composition	<p>The PVS System Login Page is expected to have the following components:</p> <ul style="list-style-type: none"> • The login form in which users can authenticate themselves if their account exists in OIE Azure Active Directory. • A link that will allow external users to reset their password if they forget it without OIE IT assistance. • A link that will allow external users to reset their password without OIE IT assistance. <p>It is expected that the PVS Information System is synchronized regularly to the OIE Azure Active Directory.</p> <p>From a user account management perspective, it is expected that the system allows for each user:</p> <ul style="list-style-type: none"> • Right to rectification • Right to object • Right to erasure <p>Activities of each user of the PVS System Login Page are presented below.</p> <p>The PVS Administrator should:</p> <ul style="list-style-type: none"> • Be able to create new accounts that will be verified by external users. See Annex 2. The process is already existing and used by some OIE applications. • Be able to further group the PVS users according to their system permission. See Annex 1 - Type of Users and Their Access to the System Portal (User Permission). <p>The external users should:</p> <ul style="list-style-type: none"> • Be able to login in the PVS System using Single Sign-On (SSO) if their account exists in OIE Azure Active Directory or be verified using the existing process drawn in Annex 2. • Be able to change or reset their password via the OIE Microsoft Authentication page. • Be able to view/access PVS System contents according to the permission set by PVS Administrator. <p>The internal users (OIE employees) should:</p> <ul style="list-style-type: none"> • Be able to login using their OIE username via SSO as per permission set by PVS administrator and/or data specialist.
Derivation	<p>The following are the derivations of this product:</p> <ul style="list-style-type: none"> • The “Creation of Account” is an existing process used by some OIE systems - Annex 2. • In OIE Azure Active Directory some users may already be existing including OIE employees. PVS Administrator should be able to identify these profiles for PVS Information Systems and group them according to their permission.

Format and presentation	The PVS System Login Page is expected to be web-based form which is part of PVS Pathway Information System (Annex 3).
Development skills required	The developer is expected: <ul style="list-style-type: none"> To have experience in development with SSO integration To have experience in developing web-based systems.
Quality criteria	The product will be accepted according to the test plan defined in Annex 3 .
Quality tolerance	The product is expected to have the functionalities and features defined in the Composition and Format and Presentation sections of this document. Additionally, the items listed in the User Acceptance Test (UAT) should be marked passed to be accepted.
Quality method	Annex 3 provides the details of how the PVS System Login Page will be tested.
Quality skills required	The skills required to perform the quality inspection on the product involves: <ul style="list-style-type: none"> Familiarity with system used by OIE on SSO. Familiarity with OIE system security policy. Familiarity with OIE process on external account creation process (Annex 2).
Quality responsibilities	<p>Producer/Developer: Service Provider Business Lead Tester: Maud Carron Business Data Specialist Tester: Valentyna Sharandak/Mario Ignacio Alguerno Other users: Identified PVS Experts</p> <p>Approver: Maud Carron/Barbara Alessandrini</p>

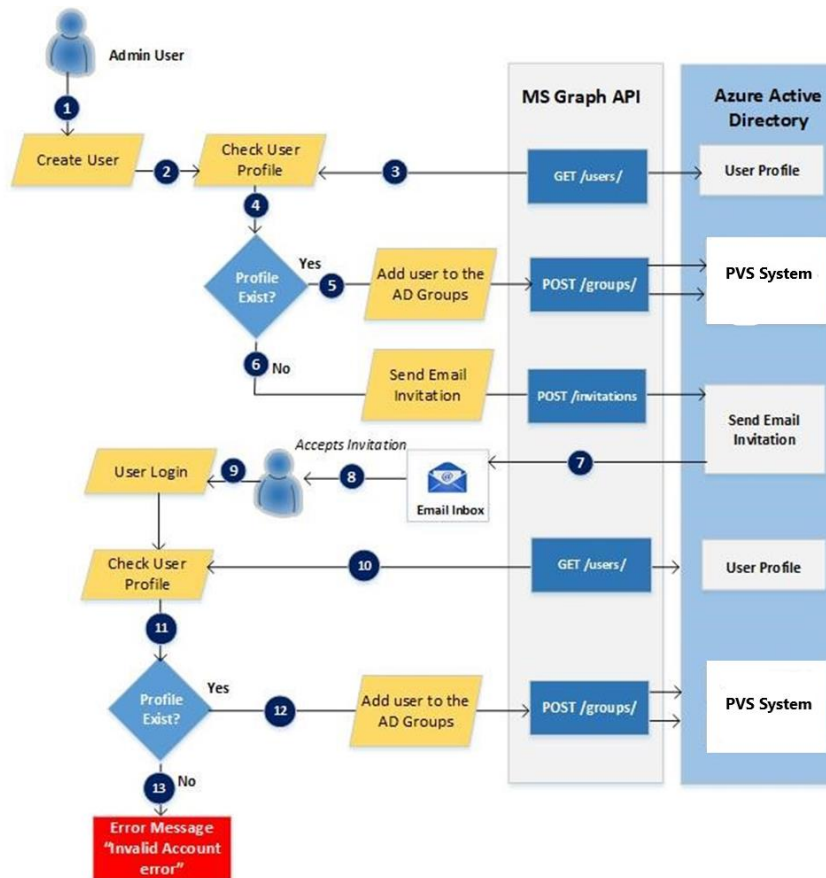
ANNEX 1 - TYPE OF USERS AND THEIR ACCESS TO THE SYSTEM PORTAL

	Whole Dataset/ System Administration	Whole Dataset	Public Dataset	Partner Dataset	Confidential Dataset
OIE Capacity-Building Department (CBD)	X				
OIE Direction		X			
OIE Head Departments		X			
OIE technical teams		X			
RR/SRRs and technical teams			X	X (their region only)	X (their region only)

Other OIE staff			X		
Delegates/designated Focal Points			X		X (own country)
Partners-Global Scope			X	X	
Partners-Regional Scope			X	X (specific countries)	
General public			X		

Note: this is first an initial version to be further validated.

ANNEX 2 - OIE EXTERNAL USERS ACCOUNT CREATION



User Profile is the list of user profiles in OIE Azure Active Directory. The process already exists. However, the PVS System group is yet to be created.

ANNEX 3 - USER TEST ACCEPTANCE - PVS SYSTEM LOGIN PAGE

User Acceptance Form - User Login - to be provided by the OIE at a later stage

Product description 3 - PVS Pathway Evaluation System

Product: PVS Pathway Information System (Web portal)

INTRODUCTION

This document lists the requirements of the above-mentioned product.

PURPOSE

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PROJECT'S PRODUCTS DESCRIPTION

Identifier	3
Title	PVS Pathway Information System (Web portal)
Purpose	<p>The PVS Pathway Information System (Web portal) is not for the PVS Evaluation System alone. It will cover all PVS Pathway activities and will contain future projects' products of PVS Pathway.</p> <p>The portal is expected to host PVS Pathway's contents and resources according to user permission - public or identified OIE stakeholders' group. Therefore, secure resources are accessible only by identified external stakeholders and OIE employees as per their entered credentials.</p> <p>Hence, this product should be developed together with <i>Product 2: PVS Pathway Information System Login Page</i>.</p> <p>The PVS Pathway Information System (Web portal) is the entry point of OIE stakeholders to PVS activities.</p> <p>The public should be able to see the different PVS Pathway missions/offerings and portal functionalities (ex. Search tool, database, document repository). Some countries allow public sharing of their mission reports, hence the related data will be available to all public. It may also provide some awareness to the public on what PVS team offers or does.</p> <p>However, for reports not available to the public, different users will be able to access different subsets of data according to their rights: some individuals will only be able to access reports and data related to their country. Others will have access to reports, and data from a subset of countries, etc</p>

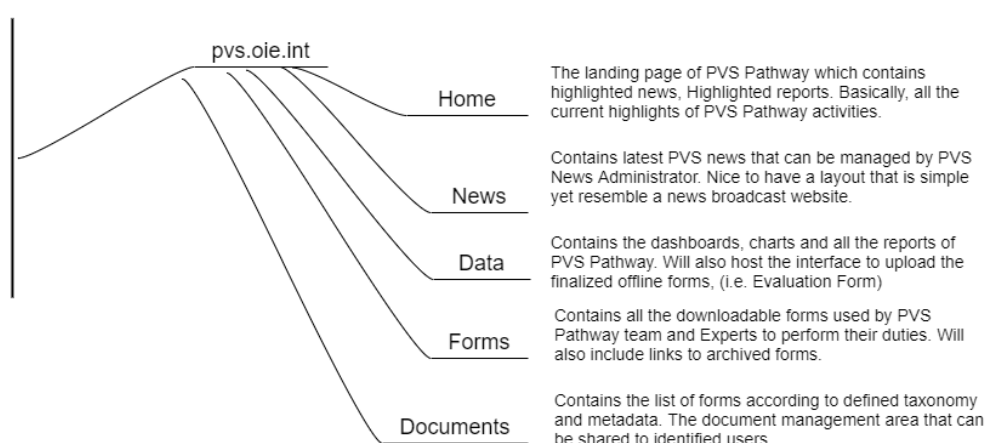
Composition	<p>The PVS Pathway Information System (Web portal) should:</p> <ul style="list-style-type: none"> • Contain the five menus identified and requirements defined in Annex 1 OR an alternative proposition by the Service provider • Have a login button and login form for users with OIE Active Directory accounts. <i>See Product: PVS Pathway Information System Login Page</i> for detailed requirements on this. • Have settings that will allow PVS Administrator to administer content changes on the website, on some identified pages (not all the content of the website). Example, adding web part in “Home” or “News”. • Be able to connect to PVS Pathway documents and forms repository according to taxonomy and metadata agreed on in Product #6 - Document Repository. See also “Documents” menu requirement in Annex 1. • Allow user to search through the contents of the portal according to his/her permission. <i>See Product #7- Search Tool</i> for the detail of this requirement. • Be able to cater to the three official languages of OIE: English, French and Spanish. • Provide OIE data privacy notification and acceptance of cookies when being visited by users. The users shall be able to consent or deny the deposit of those cookies per purposes and per third party entities. To do so, a “Set cookies” button will allow the user to agree or deny the deposit of some cookies depending on their purposes • Have an easily accessible link to the PRIVACY POLICY, usually at the footer of the page. • Be able to update the list of documents automatically when new upload is created. See also “Documents” menu requirement in Annex 1. • (Relationship with Evaluation Form) Hosts the upload of the Product 1- PVS Evaluation Form template and PVS Evaluation Reports (Draft, Preliminary, Final Reports...) (according to permission set by PVS Administrator). <p>Data menu:</p> <p>Upload interface for finalised Evaluation form (Reports) should:</p> <ul style="list-style-type: none"> • Be accessible by authorized user only (PVS Administrator only) • Be available under “Data” menu. <p>Dashboard and data analytics should:</p> <ul style="list-style-type: none"> • Be available under “Data” menu. • Show dashboard or data analytics according to user permission (i.e., public and authenticated).
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	<p>Document menu should:</p> <ul style="list-style-type: none"> • Show contents according to user permission (i.e., public, or for some specific groups of users only). <p>The PVS Pathway user should:</p> <ul style="list-style-type: none"> • (Public user) Be able to view portal contents that are intended for public consumption. • (Logged in user) Be able to view all portal contents intended for authenticated users (various subsets of information for different groups of users, as defined in Annex 1 of Product 2- System Login Page). Note: <i>This can be tested once Product 2: PVS Pathway Login Page is in place.</i> <p>The PVS Administrator should:</p> <ul style="list-style-type: none"> • Be able to identify/set user permission on each content: for public or accessible only when logged in. • Be able to add contents or blocks that do not require any development (i.e., add new blocks, web part, news, new charts, etc.).
Derivation	
Format and presentation	<p>The web portal should be:</p> <ul style="list-style-type: none"> • Able to render in major web browsers: Microsoft Edge, Mozilla FireFox, Google Chrome and Safari • The web portal should be able present its layout in desktop and mobile gadgets such as smartphones and tablets. • Align with OIE web site template (to be provided at a later stae) • Use pvspathway.oie.int sub-domain (SSL certificate to be provided by OIE).
Development skills required	<p>The developer is expected to:</p> <ul style="list-style-type: none"> • Have skills in developing websites or portal. • Familiarity with HTML, JS, CSS, etc. needed to developer websites. • Familiarity with integration with active directory.
Quality criteria	See Annex 2
Quality tolerance	As the web portal represents OIE PVS Pathway globally, it is essential that the products meet all the requirements and needs of the business.

Quality method	<p>The PVS Pathway Web Portal product will be tested:</p> <ol style="list-style-type: none"> 1. Form based - according to agreed layout and user friendliness. 2. Business process testing - focusing on uploading the offline form. <p>Annex 2 provides the details of how the Web Portal will be tested.</p>
Quality skills required	<p>The testers are expected:</p> <ul style="list-style-type: none"> • To have familiarity with OIE website standards and layout. • Knowledge and familiarity with the requirements set in the Composition and Format and Presentation sections of this document. • To have understanding of maintaining and managing website contents (Provider is expected to provide training to the business depending on the platform/tool to be used - i.e., creating new blocks, web part or uploading contents).
Quality responsibilities	<p>Producer/Developer: Service Provider Business Lead Tester: Maud Carron Business Data Specialist Tester: Valentyna Sharandak/Mario Ignacio Alguerno Other users: Communication Unit</p> <p>Approver: Maud Carron/Barbara Alessandrini</p>

ANNEX 1 - PVS PATHWAY INFORMATION SYSTEM (WEB PORTAL) STRUCTURE (DRAFT)

oie.int



Each Menu serves the following purposes:

- **Home** - is the main landing page of the PVS System Portal. It contains public resources and resources intended for specific user groups of PVS. The “Home” should contain webparts that:
 - List the top 5 latest documents on Evaluation (Automatically retrieved from Document Repository).
 - List links to top 5 PVS learning courses available in OIE Training Portal (to be managed manually by PVS team in coordination with Capacity Building)
 - Latest PVS missions (soon once PVS Experts is incorporated. Information is accessible on via identified user groups.)

It is expected that the PVS administrator be able to add webparts in the “Home” page when new information can be shared.

Sample “Home” wireframe in alignment with oie.int

OIE LOGO	PVS PATHWAY LOGO	Language choices	Login
MENU and WEB SITE LEVEL SEARCH			
BODY			
FOOTER			

- **News** - contains latest and most recent news about OIE PVS manageable by PVS news administrator. It is expected that:
 - The PVS news administrator to add/update/archive PVS news.
 - The PVS news administrator can add new web part/block for new news that cannot be accommodated by latest layout. This happens when the current news cannot be archived or removed in the main news page.
 - The PVS news administrator can manage all contents of News page.

Initial proposed layout:

OIE LOGO		PVS PATHWAY LOGO		Language choices	User Name
MENU				Search box text	
HIGHLIGHTED NEWS WITH IMAGE SLIDER					
NEWS 1 WITH IMAGE		NEWS 2 WITH IMAGE		NEWS 3 WITH IMAGE	
NEWS 4 WITH IMAGE		NEWS 5 WITH IMAGE		NEWS 6 WITH IMAGE	
FOOTER					

- **Data** - contains the quantitative and qualitative dashboards of PVS. This contains all the embedded charts and tables whose data is extracted from the database of the PVS. OIE business intelligence tool choice is Power BI. It is expected that:
 - Each embedded charts and tables are **accessible via user groups (public or special group)** assigned by PVS Administrator.
 - The PVS data specialist can embed new charts or tables are the business need/requirements evolve.
 - The PVS specialist can update/remove embedded charts or tables when deemed not needed anymore.
 - The charts or tables are grouped via type of PVS Pathway activity (i.e., PVS Evaluation, Etc, PVS Gap Analysis etc.). It is envisioned that the group can be done via tabs. It is also envisioned that the tabs can grow/shrink when business need evolve.
 - The users can interact with the charts and tables (drill).
 - The Administrator can create ad-hoc report tables according to exposed columns of database according to their permission.

For related requirements, see product #4 and #5 for requirements on quantitative and qualitative dashboard.

Proposed Data Page layout:

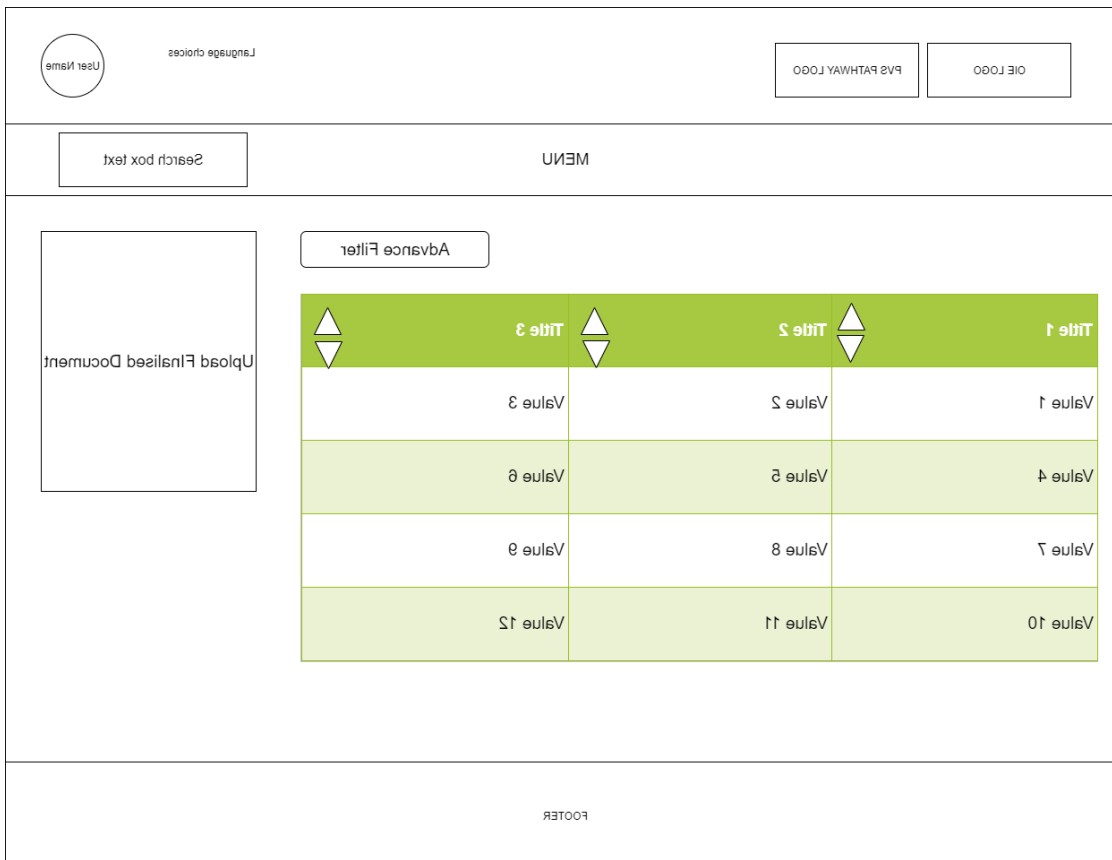


The diagram illustrates the layout of a proposed data page. It features a header section with a user profile icon and name, a search bar, and a menu. Below the header is a main content area with a large table or chart placeholder. The footer contains a footer text.

- Forms** - Contains all the downloadable *form templates and guidance document* for all PVS activities. Access the forms is according to user/group permission set by PVS Administrator. In this Evaluation project, there will be about four to five form templates according to PVS mission requirements. The list of form will grow. It is expected that:
 - The user can filter through the form list.
 - The user can search through the form list.
 - The user can search through the form template list.
 - The user can access on latest version of form templates and guidance documents.
 - The interface allows the PVS Administrator to upload latest version of form templates and guidance documents.
- Documents** - Contains all finalised mission PVS Pathway reports. This includes PVS Evaluation (current project), Gap Analysis, etc. It is expected that:
 - The interface provides the list of documents with the following columns:
 - Document Type (i.e., Evaluation, Gap Analysis etc.)
 - Country
 - Mission Start Date
 - Mission End Date
 - The interface provides advance filtering of documents which may include:
 - PVS Experts
 - Language
 - Region
 - The user can only see list of documents according to his/her permission.
 - The interface should allow users (according to their permission) to download documents.

- The interface allows the upload of the finalised “Evaluation” report where it saves some of its data in the transactional database and saves the document to the document repository (allowing the finalised document to show automatically in this interface). This part should be accessible only by PVS Administrator.

Sample “Document” wireframe interface set according to permission.



Title 1	Title 2	Title 3
Value 1	Value 2	Value 3
Value 4	Value 5	Value 6
Value 7	Value 8	Value 9
Value 10	Value 11	Value 12

For portal layout’s visual possibility/example visit <https://www.oie.int>

Note that some of the menu items may require authentication to access all of its contents (i.e., Data, Forms, and Documents).

ANNEX 2 - USER TEST ACCEPTANCE FORMS - WEB PORTAL

User Acceptance Form - Web Portal - to be provided by the OIE at a later stage

Product description 4 - PVS Pathway Evaluation System

Product: Quantitative Data Analysis Dashboard

INTRODUCTION

This document lists the requirements of the above-mentioned product.

PURPOSE

A product description is used to:

- understand the detailed nature, purpose, function and appearance of the product
- define who will use the product
- identify the sources of information or supply for the product
- identify the level of quality required of the product
- enable identification of activities to produce, review and approve the product
- define the people or skills required to produce, review and approve the product.

PROJECT'S PRODUCTS DESCRIPTION

Identifier	4
Title	Quantitative Data Analysis Dashboard
Purpose	<p>PVS Pathway quantitative analysis for Evaluation focuses on the collected data from the Evaluation Form which were registered in the transactional database.</p> <p>The quantitative data dashboard supports textual reports and analysis of country level or regional level Veterinary Service capacity improvement.</p> <p>The quantitative charts are expected to be exposed in Data section of PVS Pathway Information System (Web portal-Product 3) according to user permission.</p>
Composition	The product is expected to have quantitative charts (of different formats) defined during the sprint planning with chosen service provider. The service provider can propose quantitative dashboard contents that PVS team can maintain and start from according to the available data in the database.
Derivation	At the current situation some of the quantitative charts are in several MS Excel files. It is expected that this product is to centralise the source of charts.
Format and presentation	<p>The quantitative dashboard and all its charts are expected to be exposed in the PVS Pathway portal. The access depends on user permission.</p> <p>In line with the requirement in the previous paragraph, the charts should be able to easily adapt according to browser used</p>

	<p>(Microsoft Edge, Google Chrome, Safari and Mozilla Firefox) and hardware used (desktop/laptop, tablet and smartphone).</p> <p>The dashboard and charts are expected to be presented in Power BI.</p>
Development skills required	<p>The developer is expected:</p> <ul style="list-style-type: none"> • To have familiarity with Azure. • To have experience in Power BI. • To have experience in providing an interface that would allow PVS data specialists to create charts with minimal development. • To have the ability to train PVS data specialists on managing the dashboard. • To be able to provide training to OIE administrator and specialists during handover.
Quality criteria	<p>The quality criteria of this product are according to the user acceptance test plan defined in this product description - Annex 1.</p>
Quality tolerance	<p>Power BI is currently the data analytics tool used by OIE. However, the project is open to other data analytics tool for as long as it is supported by Azure environment and that it is easier to use by PVS data specialist and PVS Administrator.</p>
Quality method	<p>Annex 1 provides the details of the methods to be used to test the product.</p>
Quality skills required	<p>The skills required to perform the quality inspection on the product involves:</p> <ul style="list-style-type: none"> • Knowledge of data analytics tool provided, setup and as trained by the service provider. • Understanding of PVS Pathway data presentation and analysis need.
Quality responsibilities	<p>Producer/Developer: Service Provider Business Lead Tester: Maud Carron Business Data Specialist Tester: Valentyna Sharandak and Mario Ignacio Algüerno</p> <p>Approver: Maud Carron/Barbara Alessandrini</p>

ANNEX 1 - USER ACCEPTANCE FORM - QUANTITATIVE DATA ANALYSIS DASHBOARD

User Acceptance Form - Quantitative Data Analysis Dashboard - to be provided by the OIE at a later stage.

Product description 5 - PVS Pathway Evaluation System

Product: Qualitative Data Analysis Dashboard

INTRODUCTION

This document lists the requirements of the above-mentioned product.

PURPOSE

A product description is used to:

- understand the detailed nature, purpose, function and appearance of the product
- define who will use the product
- identify the sources of information or supply for the product
- identify the level of quality required of the product
- enable identification of activities to produce, review and approve the product
- define the people or skills required to produce, review and approve the product.

PROJECT'S PRODUCTS DESCRIPTION

Identifier	5
Title	Qualitative Data Analysis Dashboard
Purpose	<p>PVS Pathway qualitative analysis for PVS Evaluation focuses on the key phrases to be identified by business for use in creating charts.</p> <p>Since the final mission reports do not only contain quantitative information, but qualitative ones as well, this data need to be analysed through Qualitative Data analysis dashboard, based on written language instead of figures (managed in the Quantitative Dashboards).</p> <p>To quickly identify the main concepts in text reports, the extraction of key phrase will be put in place, through a tool such as Azure Cognitive Service for Language.</p> <p>Key phrases to be used for the qualitative analysis will be defined with the support of the tenderer. The approach is described in Product 10 -PVS Pathway List of Key Phrases.</p> <p>The key phrases are used to create qualitative dashboards and charts according to values assigned to them by the business.</p> <p>The qualitative data dashboard provides more context and understanding of textual on reports. Additionally, it can provide support to some quantitative reports.</p> <p>The qualitative charts are expected to be exposed in Data section of PVS Pathway Information System (Web portal- Product 3) according to user permission.</p>

Composition	<p>The product is expected to have qualitative charts defined during the sprint planning with chosen service provider.</p> <p>The service provider should propose qualitative dashboard contents that PVS team can maintain and suggest options for the use of key phrases (see product 10) and cognitive services tools for qualitative data manipulation.</p> <p>A straightforward solution is expected from the tenderer to retrieve and analyse qualitative data in a Natural Language Processing approach, with the help of tools such as Azure Cognitive Service for Language.</p>
Derivation	At the current situation, there are no qualitative charts. This will be the first for PVS Pathway.
Format and presentation	<p>The qualitative dashboard and all its charts are expected to be exposed in the PVS System Portal. The access depends on user permission.</p> <p>In line with the requirement in the previous paragraph, the charts should be able to easily adapt according to browser used (Microsoft Edge, Chrome, Safari and Firefox) and hardware used (desktop, laptop, tablet and smartphone).</p> <p>The dashboard and charts are expected to be presented in Power BI.</p> <p>Analysis of text and key phrases is managed with Natural Language Processing (NLP) features for understanding and analyzing text, such as Azure cognitive services.</p>
Development skills required	<p>The developer is expected:</p> <ul style="list-style-type: none"> • To have familiarity with Azure. • To have experience in Power BI and the use of cognitive services. • To have experience in providing an interface that would allow PVS data specialist to create charts with minimal development. • To have the ability to train data specialist on managing the dashboard and/or the managed scripts for qualitative dashboard. • To be able to provide training to OIE administrator and specialist during handover.
Quality criteria	The quality criteria of this product are according to the user acceptance test plan defined in this product description - Annex 1.
Quality tolerance	Power BI is currently the data analytics tool used by OIE. However, the project is open to other data analytics tool for as long as it is supported by Azure environment and that it is easier to use by PVS data specialist and PVS Administrator.

Quality method	Annex 1 provides the details of the methods to be used to test the product.
Quality skills required	<p>The skills required to perform the quality inspection on the product involves:</p> <ul style="list-style-type: none"> • Knowledge of data analytics tool provided, setup and as trained by the service provider. • Understanding of PVS Pathway data presentation and analysis need.
Quality responsibilities	<p>Producer/Developer: Service Provider Business Lead Tester: Maud Carron Business Data Specialist Tester: Valentyna Sharandak/Mario Ignacio Algüerno</p> <p>Approver: Maud Carron/Barbara Alessandrini</p>

ANNEX 1 - USER ACCEPTANCE FORM - QUALITATIVE DATA ANALYSIS DASHBOARD

User Acceptance Form – Qualitative Data Analysis Dashboard - to be provided at a later stage by the OIE

Product description 6 - PVS Pathway Evaluation System

Product: PVS Pathway Evaluation Document Repository

INTRODUCTION

This document lists the requirements of the above-mentioned product.

PURPOSE

A product description is used to:

- understand the detailed nature, purpose, function and appearance of the product
- define who will use the product
- identify the sources of information or supply for the product
- identify the level of quality required of the product
- enable identification of activities to produce, review and approve the product
- define the people or skills required to produce, review and approve the product.

PROJECT'S PRODUCTS DESCRIPTION

Identifier	6
Title	PVS Pathway Evaluation Document Repository
Purpose	<p>The PVS Pathway repository is a document repository which will house the all the <u>finalised</u> PVS Evaluation reports (in priority) and all other PVS Pathway documents, such as evidence documents.</p> <p>The arborescence of the folders will be defined with the provider.</p> <p>It is important that the document metadata of the repository are clearly defined to aid in <u>search of document (Product 7- Search Tool)</u> and <u>displaying the document list</u> according to defined metadata.</p> <p>This will also aid in the Document section of PVS web portal.</p>
Composition	<p>The PVS Pathway repository is expected:</p> <ul style="list-style-type: none"> • To contain the document metadata to manage documents. See Annex 1. • To be able to aid user to set the properties of the document according to document metadata defined. This should be done during the upload of the finalised document. • To be able to list documents according to chosen document metadata by the user. • To be able to list documents according to defined user permission. • To be able to expose the list of documents in PVS Pathway System Portal document section. <p>The PVS Administrator should be able:</p> <ul style="list-style-type: none"> • To have a permission to manage the document metadata as the need of PVS Pathway digitalization progress.

	<ul style="list-style-type: none"> Should be able to manage the user access permission for each document.
Derivation	<p>“OIE PVS Pathway Reports Database” is the current repository of documents that PVS Pathway has. There will be finalised Evaluation reports that will be moved from this repository to this product. This should be correctly mapped to ensure transfer according to requirements.</p>
Format and presentation	<p>It is expected that the repository is web-based where management can be done even in during remote work environment.</p> <p>The repository interface is expected to carry OIE logo and colour scheme for branding. See Annex 2.</p> <p>The document can be accessed using different web browser: Microsoft Edge, Chrome, Safari and Firefox across different gadgets: Desktop/laptop, tablet and smartphones.</p>
Development skills required	<p>The developer is expected:</p> <ul style="list-style-type: none"> To have familiarity with information management involving setup of metadata. To have familiarity in extending the repository list to the system portal of PVS. To have familiarity with document level granularity user permission. To be able to provide training to OIE administrator and specialist prior testing.
Quality criteria	<p>The quality criteria of this product are according to the user acceptance test plan defined in this product description - Annex 3.</p>
Quality tolerance	<p>SharePoint is currently the tool that most OIE employees is used to for collaboration and document repository. For a little over a year, the use of SharePoint is recommended for collaboration and document management in OIE.</p> <p>However, if a tool that is most suitable is welcome for as long as it aligns with the Azure environment of OIE.</p>
Quality method	<p>Annex 3 provides the details of the methods to be used to test the product.</p>
Quality skills required	<p>The skills required to perform the quality inspection on the product involves:</p> <ul style="list-style-type: none"> Knowledge and understanding of PVS Pathway metadata. Familiarity with PVS Pathway documents. Knowledge of document management provided, setup and as trained by the service provider.

	<ul style="list-style-type: none"> Knowledge and familiarity of document management.
Quality responsibilities	<p>Producer/Developer: Service Provider Business Lead Tester: Maud Carron Business Data Specialist Tester: Valentyna Sharandak/Mario Ignacio Algüerno</p> <p>Approver: Maud Carron/Barbara Alessandrini</p>

ANNEX 1 -DOCUMENT METADATA

Metadata - Used for each document uploaded in the repository. These are the properties of the finalised documents which is also helpful for searching the document. Note that document metadata is not the same as key phrases to be used in qualitative dashboard.

- Title: <MANDATORY. The Document Title >
- Type of mission: <MANDATORY. See 2.1 to 2.7 above>
- Authors: <MANDATORY. Authors may not be internal to OIE. Most PVS experts are not OIE employees.>
- Country:<MANDATORY. Complete country code and name. Good to have as dropdown>
- Mission Start Date: <MANDATORY. Format: dd/mm/yyyy >
- Mission End Date: <MANDATORY. dd/mm/yyyy >
- Language: <MANDATORY: English, French and Spanish. Default: English>
- Document Type: <MANDATORY. Report, Supporting Document, Evidence, etc.>
- Levels of Advancement: <NOT MANDATORY.
- Version of the PVS Tool: NOT MANDATORY;
- Document Owner: <MANDATORY. PVS is the default but allows update if needed.>
- Date Finalized: <MANDATORY. When finalised document was uploaded in the document repository>
- Document Short Description: <NOT MANDATORY. Short description about the document>
- Keywords: <Additional keywords used for quick search of document. This is not the same as key phrases used for qualitative analysis. The keyword is mainly about the document. It is like an equivalent of # in social media content. >

ANNEX 2 - DOCUMENT LIST WIREFRAME

OIE LOGO

PVS PATHWAY LOGO

Language choices

Search box text

LOGIN NAME

Title 1	Title 2	Title 3
Value 1	Value 2	Value 3
Value 4	Value 5	Value 6
Value 7	Value 8	Value 9
Value 10	Value 11	Value 12

Prev

Next

ANNEX 3 - USER ACCEPTANCE FORM - PVS PATHWAY EVALUATION DOCUMENT REPOSITORY

User Acceptance Form - PVS Pathway Evaluation Document Repository - to be provided at a later stage by the OIE

Product description 7 - PVS Pathway Evaluation System

Product: Search Tool (using filenames, keywords to search database and documents)

INTRODUCTION

This document lists the requirements of the above-mentioned product.

PURPOSE

A product description is used to:

- understand the detailed nature, purpose, function and appearance of the product
- define who will use the product
- identify the sources of information or supply for the product
- identify the level of quality required of the product
- enable identification of activities to produce, review and approve the product
- define the people or skills required to produce, review and approve the product.

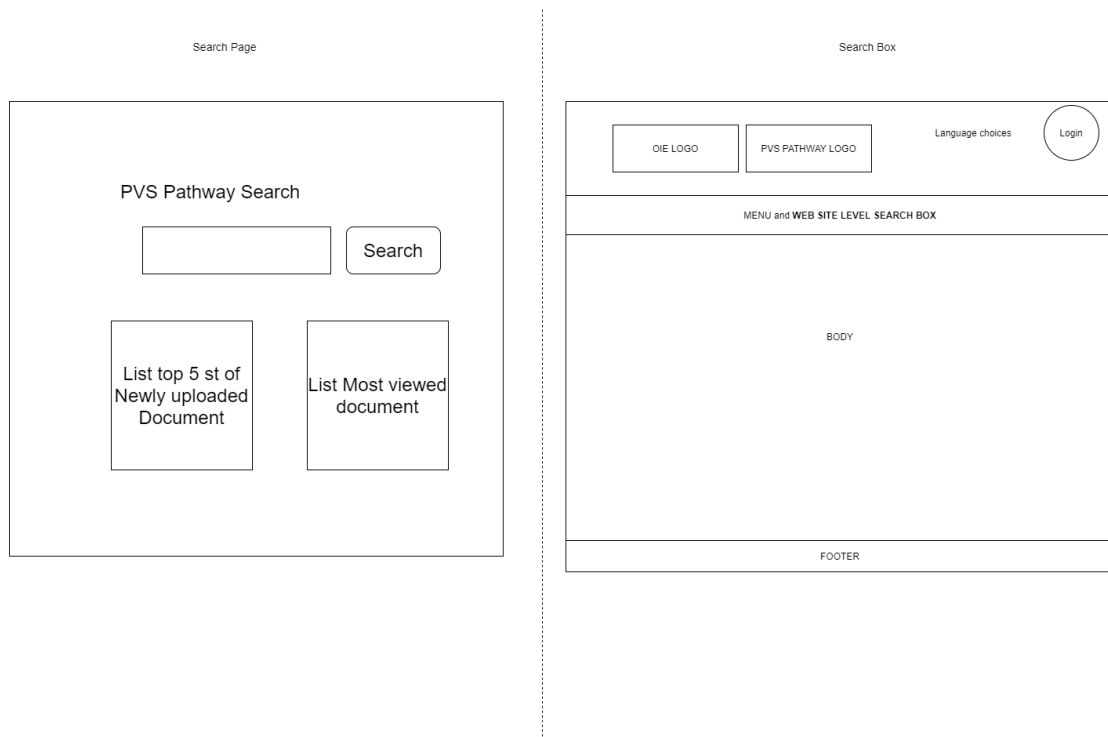
PROJECT'S PRODUCTS DESCRIPTION

Identifier	7
Title	Search tool
Purpose	The PVS Pathway has a growing number of documents. Search Tool will not only cover the PVS Evaluation stage. However, the Search Tool will initially be setup for PVS Evaluation but will extend to other areas of PVS Pathway activities such as Planning, Targeted Support and Orientation as the PVS Pathway Evolution/Digitalization progresses.

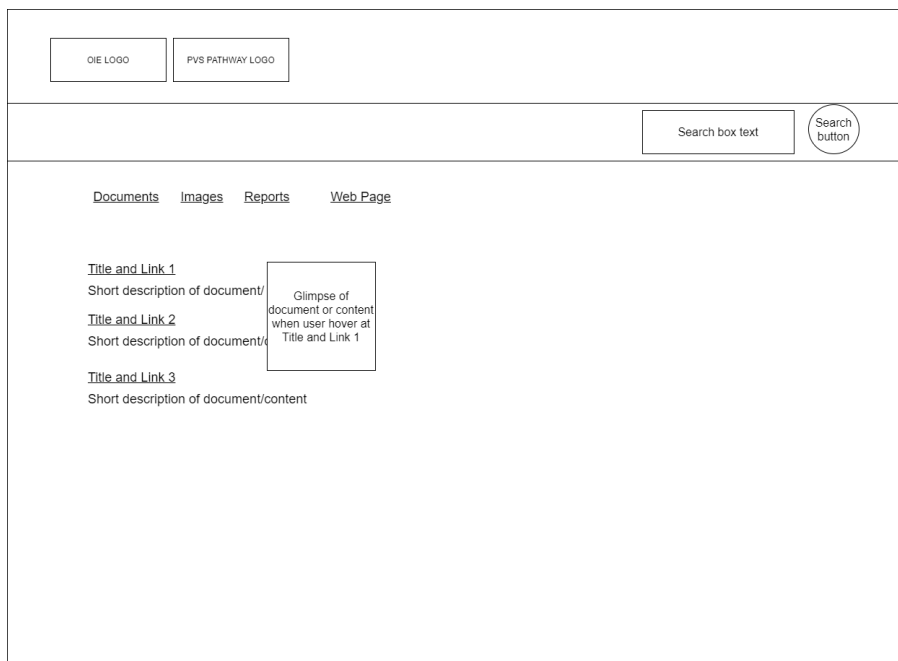
Composition	<p>The Search Tool is expected:</p> <ul style="list-style-type: none"> • To have a Search Tool Page or search box where users can perform search. See Annex 1 and Annex 2. • To allow users to be able enter free text to search or search can be defined using pre-defined document metadata. • That the result of the search (documents/contents) will be according to the permission of the user on the PVS Pathway content. • That the Search Tool/Box use established/ metadata of PVS Pathway contents. See Annex 3 • To have a scheduled crawling of documents to update the indexing of document and incorporate uploaded documents in the repository. <p>The PVS Administrator should be able to:</p> <ul style="list-style-type: none"> • Manage the Metadata, create and update as needed. • Manage scheduled search crawl.
Derivation	The current search tool of PVS needs improvement. This document repository is currently called “OIE PVS Pathway Reports Database” (to be presented by the OIE at a later stage).
Format and presentation	<p>The Search Tool should be web-based and is accessible by users using commonly used web browsers: Microsoft Edge, Google Chrome, Safari and Mozilla Firefox.</p> <p>Annex 1 and Annex 2 are sample wireframes expectations of it.</p>
Development skills required	<p>The developer is expected:</p> <ul style="list-style-type: none"> • To have knowledge in information and records management. • To be familiar with metadata of contents, documents, images, etc. • To be familiar with building search engine with cognitive possibility. • To be familiar with Azure platform.
Quality criteria	The quality criteria of this product is according to the user acceptance test plan defined in this product description - Annex 4 .
Quality tolerance	Search Tool is expected to pass all testing identified in Annex 4 . Search Tool is one of the most important tool of PVS Pathway which is shared to all its key stakeholders.
Quality method	Annex 4 provides the details of the methods to be used to test the product.
Quality skills required	<p>The skills required to perform the quality inspection on the product involves:</p> <ul style="list-style-type: none"> • Familiarity with PVS Pathway documents. • Familiarity with managing document metadata. • Familiarity with Search Tool.

Quality responsibilities	<p>Producer/Developer: Service Provider Business Lead Tester: Maud Carron Business Data Specialist Tester: Valentyna Sharandak/Mario Ignacio Algüerno Platform Support Tester: IT personnel</p> <p>Approver: Maud Carron/Barbara Alessandrini</p>
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ANNEX 1 - SEARCH INTERFACE PROPOSED WIREFRAME



ANNEX 2 - SEARCH RESULT PROPOSED WIREFRAME



The wireframe illustrates a search results interface. At the top, there are logos for OIE and PVS Pathway. A search bar is positioned on the right, featuring a text input field and a circular search button. Below the search bar is a horizontal navigation menu with links for Documents, Images, Reports, and Web Page. The main content area displays a list of search results. Each result entry includes a title and link, a short description, and a tooltip that appears on hover, providing a 'Glimpse of document or content when user hover at Title and Link 1'.

ANNEX 3 -DOCUMENT METADATA

1. Metadata - Used for each document uploaded in the repository. These are the properties of the finalised documents which is also helpful for searching the document. Note that document metadata is not the same as keywords/key phrases to be used in qualitative dashboard.
 - a. Title: <MANDATORY. The Document Title >
 - b. Type of mission: <MANDATORY. See 2.1 to 2.7 above>
 - c. Authors: <MANDATORY. Authors may not be internal to OIE. Some PVS experts are not OIE employees.>
 - d. Country: <MANDATORY. Complete country code and name. Good to have as dropdown>
 - e. Mission Start Date: <MANDATORY. Format: dd/mm/yyyy >
 - f. Mission End Date: <MANDATORY. dd/mm/yyyy >
 - g. Language: <MANDATORY: English, French and Spanish. Default: English>
 - h. Document Type: <MANDATORY. Report, Supporting Document, etc.>
 - i. Levels of Advancement: <NOT MANDATORY.
 - j. Version of the PVS Tool: NOT MANDATORY;
 - k. Document Owner: <MANDATORY. PVS is the default but allows update if needed.>
 - l. Date Finalized: <MANDATORY. When finalised document was uploaded in the document repository>
 - m. Document Short Description: <NOT MANDATORY. Short description about the document>
 - n. Keywords: <Additional keywords used for quick search of document. This is not the same as key phrases used for qualitative analysis. The keyword is mainly about the document. It is like an equivalent of # in social media content. >

ANNEX 4 - USER ACCEPTANCE FORM - SEARCH TOOL

User Acceptance Form - Search Tool - to be provided by the OIE at a later stage.

Product description 8 - PVS Pathway Evaluation System

Product: Migrate some PVS Evaluation Reports' Score and short texts (in PDF) in the database

INTRODUCTION

This document lists the requirements of the above-mentioned product.

PURPOSE

A product description is used to:

- understand the detailed nature, purpose, function and appearance of the product
- define who will use the product
- identify the sources of information or supply for the product
- identify the level of quality required of the product
- enable identification of activities to produce, review and approve the product
- define the people or skills required to produce, review and approve the product.

PROJECT'S PRODUCTS DESCRIPTION

Identifier	8
Title	Migrate some PVS Evaluation Reports' Score and short texts (in PDF) in the database
Purpose	<p>PVS Pathway has numerous PVS Evaluation reports, in word and pdf format. At a first stage, the business intends to migrate the last five years' reports available, and then continue with the migration of previous reports.</p> <p>There are about 50 to 60 reports to be migrated in this product. In line with this, the migration will deal with two versions of the PVS (Evaluation) Tool - 2013 and 2019 versions. The provider is expected to support the OIE to migrate the content of the 2 versions in a consistent way, and help the OIE with matching the fields and data that have evolved from one version to another.</p> <p>(The migration of full pdf reports is explained under Product 11).</p> <p>The PVS Evaluation reports encompasses (also see Annex 3 of Document B - Evaluation Report template (current)):</p> <ul style="list-style-type: none"> • Scores (quantitative information) • Some short texts like Findings, Recommendations, Strengths and Weaknesses. <p>Scores and short texts are expected to be migrated in the transactional database (Product 9 -Database structure).</p> <p>The competencies (i.e. wording of the evaluation criteria) and levels of advancements (scores) for 2013 and 2019 versions of the PVS Tool and reports are included in the initial database scripts. See description of Products 1 and 9.</p>
Composition	The migrated scores into the transactional database:

	<ul style="list-style-type: none"> • Are expected to be in line with the version of the PVS Evaluation Tool used for the report of each country. • Should allow creation of charts and views in the database • Should include <i>additional database structure</i> needs to be defined at a later stage. Not available in initial database scripts of Annex 1.
Derivation	The reports are in PDF format and are considered final. The reports currently reside in the OIE PVS Pathway server.
Format and presentation	The migrated competency scores should be presented in the transactional database according to defined and agreed data type.
Development skills required	<p>The developer is expected:</p> <ul style="list-style-type: none"> • To have experience in migrating data from document to structured database. • To have familiarity in developing transactional database. • To have familiarity in Azure supported databases. • To be able to provide training to PVS data specialist and PVS administrator during handover.
Quality criteria	The quality criteria of this product are according to the user acceptance test plan defined in this product description - Annex 1.
Quality tolerance	The migrated data should be according to the scores written in the final report.
Quality method	Annex 1 provides the details of the methods to be used to test the product.
Quality skills required	<p>The skills required to perform the quality inspection on the product involves:</p> <ul style="list-style-type: none"> • Knowledge of database structure. • Knowledge of PVS Evaluation Tool version and levels of advancements.
Quality responsibilities	<p>Producer/Developer: Service Provider Business Lead Tester: Maud Carron Business Data Specialist Tester: Valentyna Sharandak/Mario Ignacio Alguerno</p> <p>Approver: Maud Carron/Barbara Alessandrini</p>

ANNEX 1 - USER ACCEPTANCE FORM - MIGRATE SOME EVALUATION TOOL REPORTS SCORE (IN PDF) IN THE DATABASE

User Acceptance Form - Migrate some Evaluation Tool Reports Score (in PDF) in the database - to be provided at a later stage by the OIE.

Product description 9 - PVS Pathway Evaluation System

Product: PVS Evaluation System Database Structure and API

INTRODUCTION

This document lists the requirements of the above-mentioned product.

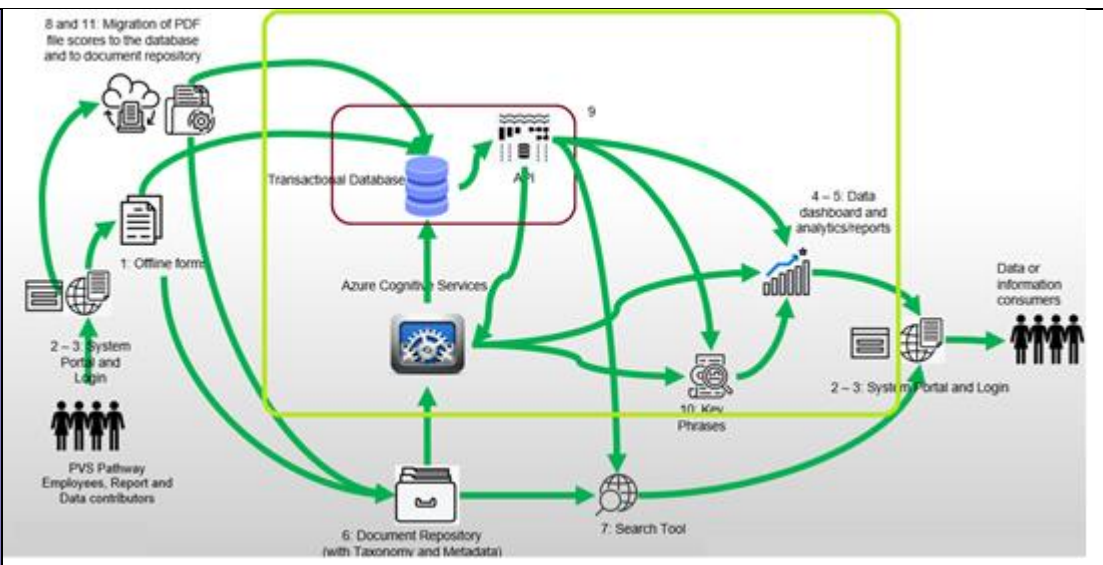
PURPOSE

A product description is used to:

- understand the detailed nature, purpose, function and appearance of the product
- define who will use the product
- identify the sources of information or supply for the product
- identify the level of quality required of the product
- enable identification of activities to produce, review and approve the product
- define the people or skills required to produce, review and approve the product.

PROJECT'S PRODUCTS DESCRIPTION

Identifier	9
Title	PVS Evaluation System Database Structure and API
Purpose	<p>The PVS Evaluation System is the initial project of PVS Pathway digitalisation project. At the moment, the database will initially only house data from the PVS Evaluation missions. Thus, it is important to note that this database will evolve as other processes of PVS Pathway are developed.</p> <p>The PVS Pathway is expected to have transactional database and API. The transactional database will hold the entries made via the upload or entry made on PVS Pathway system forms. The API allows sharing and movement of data within the system (e.g., data analytics) and other OIE systems.</p> <p>The transactional database permission is set for select PVS Pathway employee. On the other hand, the API, read-only, permission will be managed according to the permission of the user. It is expected that the API shares real-time transactional data.</p> <p>The diagram below is the high-level overview of the interaction of transactional database, API, cognitive services and data analytics - boxed in green.</p>

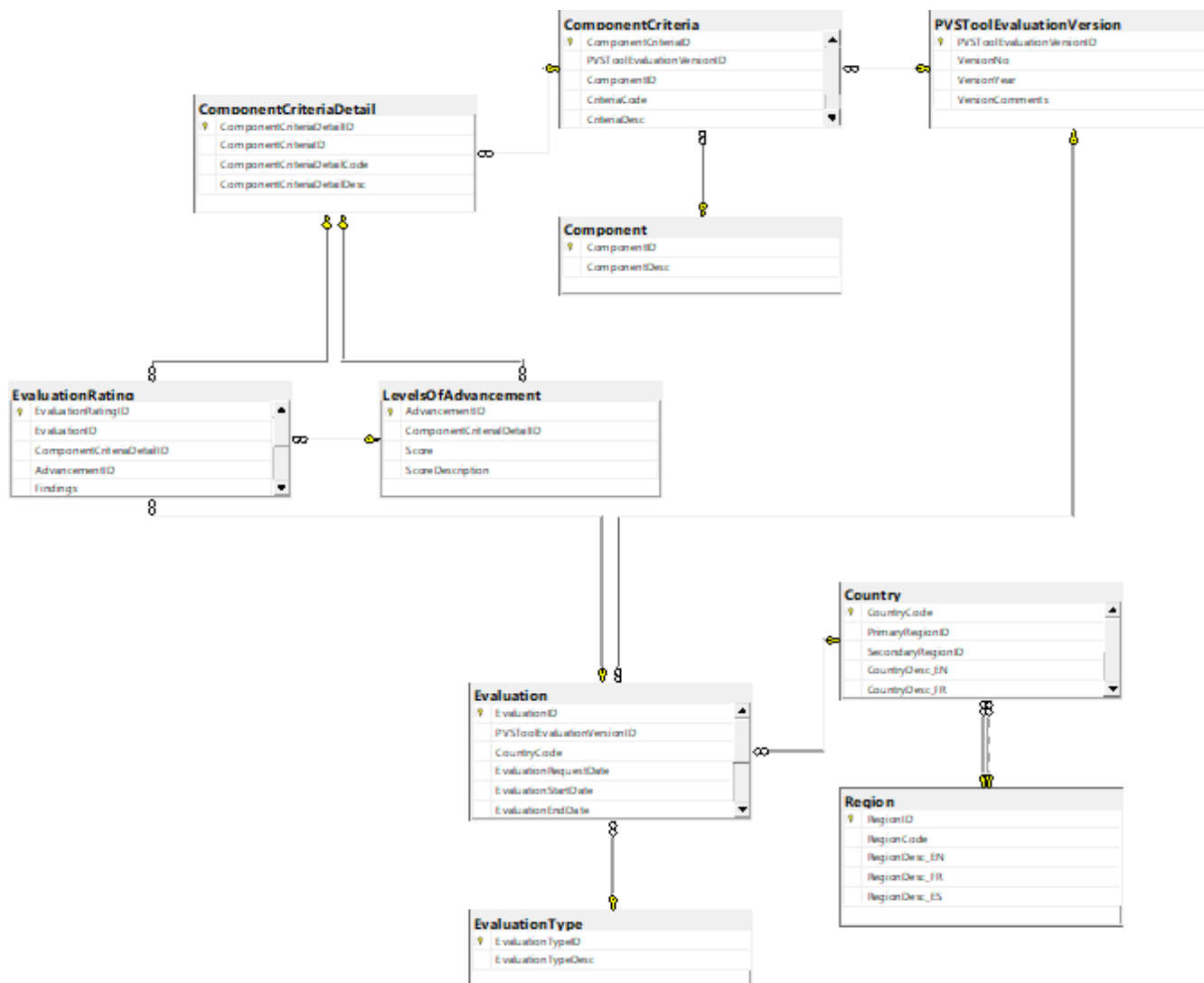
	 <p>Note: The Data Analytics in the product is another product covered in Quantitative and Qualitative Dashboard. On the other hand, the Data Portal is covered in the PVS System Portal product.</p>
Composition	<p>The product is mainly composed of:</p> <ul style="list-style-type: none"> • <u>Transactional database</u> whose initial design is available in Annex 1. This transactional database is expected to be improved during the development as per the evolution of the PVS Evaluation System development and PVS Pathway Digitalization. • <u>API</u> which allows sharing of data to OIE stakeholders and for use in data analytics. Access to API is according to user permission. <p>The transactional database and API are expected to be administered by identified OIE Employee.</p>
Derivation	<p>At this point the only derivation of this product is Annex 1. The service provider is expected to provide the best solution in building data centric PVS Evaluation System. The database structure must allow future additions as the PVS team will be working in parallel to define some news variables (categorical data).</p>
Format and presentation	<p>The service provider can use any available Azure DB and API development approaches and tools. Azure is the infrastructure in which OIE currently supports and which licensing can be managed effectively (See OIE IT Standards in Annex 5 of Document B of RFP documents).</p>
Development skills required	<p>The developer is expected:</p> <ul style="list-style-type: none"> • To have familiarity with Azure API Management. • To have experience and knowledge in API lifecycle management. • To have experience in database development. • To be able to provide training to OIE administrator and specialist during testing handover.

Quality criteria	The quality criteria of this product is according to the user acceptance test plan defined in this product description - Annex 2 .
Quality tolerance	Any database can be used (Azure SQL Server, CosmosDB etc.) and API lifecycle management tool for as long as it is supported by Azure infrastructure.
Quality method	Annex 2 provides the details of the methods to be used to test the product.
Quality skills required	The skills required to perform the quality inspection on the product involves: <ul style="list-style-type: none"> • Understanding of Azure infrastructure • Understanding of database structures • Understanding of PVS Pathway data presentation and analysis need
Quality responsibilities	<p>Producer/Developer: Service Provider</p> <p>Business Lead Tester: Maud Carron</p> <p>Business Data Specialist Tester: Valentyna Sharandak/Mario Ignacio Algüerno</p> <p>IT Infrastructure: IT personnel</p> <p>Approver: Maud Carron/Barbara Alessandrini</p>

ANNEX 1 - INITIAL DATABASE STRUCTURE

Product 9 consists in developing a database structure to gather data collected through Report Forms (and to migrate data from a subset of existing PVS Evaluation reports). An initial database structure is available as a basis for the development of Product 9.

This initial database structure is aligned to the 2013 and 2019 versions of the PVS Tool and PVS Report Templates. It contains the reference values for 2013 and 2019 versions of the PVS Tool. It is expected that some adjustments may be done according to the evaluation and analysis of the chosen Service Provider and in the future as more reports are migrated to the database.



Database Tables and Columns

ANNEX 2 - USER ACCEPTANCE FORM - DATABASE STRUCTURE AND API

User Acceptance Form - Transactional Database and API - to be provided at a later stage by the OIE.

Product description 10 - PVS Pathway Evaluation System

Product: PVS Pathway List of Key Phrases

INTRODUCTION

This document lists the requirements of the above-mentioned product.

PURPOSE

A product description is used to:

- understand the detailed nature, purpose, function and appearance of the product
- define who will use the product
- identify the sources of information or supply for the product
- identify the level of quality required of the product
- enable identification of activities to produce, review and approve the product
- define the people or skills required to produce, review and approve the product.

PROJECT'S PRODUCTS DESCRIPTION

Identifier	10
Title	PVS Pathway List of Key Phrases
Purpose	The PVS Pathway list and categories of key phrases will be used particularly for qualitative data analysis which cannot be captured in the transactional database due to long texts in the PVS Evaluation reports.
Composition	<p>The following are the expected composition of this product:</p> <ul style="list-style-type: none"> • Establishment of initial list and categories of Key Phrases to be drafted at a later stage with the OIE. • Interface that would allow business to add/edit Key Phrases and their Values as needed by business operations. • The key phrases and its values can be used in qualitative dashboard - visualization. • Possibility for key phrases to be saved for easy qualitative dashboard management.
Derivation	No existing product in PVS Pathway is available. This is a new product to be setup to add more value to the finalized PVS Evaluation report.
Format and presentation	The format and presentation of this product will be dependent on the most effective and user-friendly tool that the service provider can use for business to manage when there is a need for update of list.
Development skills required	<p>The developer is expected:</p> <ul style="list-style-type: none"> • To have familiarity with Azure in managing keywords/key phrases for search and dashboards and to provide OIE with guidance in this matter • To have experience in database development. • To have experience with the use of cognitive services for the management of qualitative data. • To be able to provide training to OIE administrator and specialist during handover.

	<ul style="list-style-type: none"> • Guide PVS business on “available options” for using key phrases/cognitive services.
Quality criteria	The quality criteria of this product is according to the user acceptance test plan defined in this product description - Annex 1 .
Quality tolerance	Any Key Phrases management tool (customized or within Azure) that is supported in Azure platform which can be managed by business operations.
Quality method	Annex 1 provides the details of the methods to be used to test the product.
Quality skills required	<p>The skills required to perform the quality inspection on the product involves:</p> <ul style="list-style-type: none"> • Understanding of PVS Pathway data presentation and analysis need. • Knowledge of Key Phrases management tool provided and as trained by the service provider. • Knowledge of search tool provided, setup and as trained by the service provider
Quality responsibilities	<p>Producer/Developer: Service Provider Business Lead Tester: Maud Carron Business Data Specialist Tester: Valentyna Sharandak</p> <p>Approver: Maud Carron/Barbara Alessandrini</p>

ANNEX 1 - USER ACCEPTANCE FORM - PVS PATHWAY LIST OF KEY PHRASES

User Acceptance Form - PVS Pathway List of Key Phrases- to be provided at a later stage by the OIE.

Product description 11 - PVS Pathway Evaluation System

Product: Migration of Identified PDF PVS Evaluation Reports

INTRODUCTION

This document lists the requirements of the above-mentioned product.

PURPOSE

A product description is used to:

- understand the detailed nature, purpose, function and appearance of the product
- define who will use the product
- identify the sources of information or supply for the product
- identify the level of quality required of the product
- enable identification of activities to produce, review and approve the product
- define the people or skills required to produce, review and approve the product.

PROJECT'S PRODUCTS DESCRIPTION

Identifier	11
Title	Migration of Identified PDF PVS Evaluation Reports
Purpose	<p>In line with the improvement of document repository and PVS Pathway digitalization, structuring of document metadata is eyed.</p> <p>PVS Pathway has several PVS Evaluation finalised reports for some years. At a first stage, the business intends to migrate the last five years' reports available, and then continue with the migration of previous reports.</p> <p>The reports will use the defined metadata defined in Annex 1. This product will be discussed further during sprint planning.</p> <p>There are between 50 to 60 reports to be migrated in this product. In line with this, the migration will deal with two versions of PVS (Evaluation) Tool - 2013 and 2019 versions.</p> <p>The migrated documents will be used for qualitative analysis and qualitative dashboard product.</p>
Composition	<p>The migrated documents:</p> <ul style="list-style-type: none"> • Are expected to be assigned in a arborescence/classification to be confirmed with OIE and documents should have valid metadata as per Annex 1. • Are expected to become an input in the qualitative analytics and dashboard.

Derivation	The reports are in PDF format and are considered final. The reports currently reside in the OIE PVS Pathway Server. PVS Pathway team will identify the reports to be migrated.
Format and presentation	<ul style="list-style-type: none"> The migrated document should be in its original form (PDF) The interface showing the migrated document should be in list form to which user can sort and search. See Annex 2.
Development skills required	<p>The developer is expected:</p> <ul style="list-style-type: none"> To have experience in document management and metadata. To have familiarity with SharePoint or similar tool which is compatible with Azure. To be able to provide training to PVS data specialist and PVS administrator during handover - for future migration that can be performed by PVS team.
Quality criteria	The quality criteria of this product are according to the user acceptance test plan defined in this product description - Annex 3 .
Quality tolerance	The migrated PDF reports should not be altered.
Quality method	Annex 3 provides the details of the methods to be used to test the product.
Quality skills required	<p>The skills required to perform the quality inspection -testing- on the product involves:</p> <ul style="list-style-type: none"> Knowledge of PVS document management. Knowledge of PVS Evaluation reports.
Quality responsibilities	<p>Producer/Developer: Service Provider Business Lead Tester: Maud Carron Business Data Specialist Tester: Valentyna Sharandak/Mario Ignacio Algüerno</p> <p>Approver: Maud Carron/Barbara Alessandrini</p>

ANNEX 1 - METADATA

• Metadata - Used for each document uploaded in the repository. These are the properties of the finalised documents which is also helpful for searching the document. Note that document metadata is not the same as keywords/key phrases to be used in qualitative dashboard.

- Title: <MANDATORY. The Document Title >
- Type of mission: <MANDATORY. See 2.1 to 2.7 above>
- Authors: <MANDATORY. Authors may not be internal to OIE. Some PVS experts are not OIE employees.>
- Country: <MANDATORY. Complete country code and name. Good to have as dropdown>
- Mission Start Date: <MANDATORY. Format: dd/mm/yyyy >
- Mission End Date: <MANDATORY. dd/mm/yyyy >
- Language: <MANDATORY: English, French and Spanish. Default: English>
- Document Type: <MANDATORY. Report, Supporting Document, etc.>
- Levels of Advancement: <NOT MANDATORY.

- j. Version of the PVS Tool: NOT MANDATORY;
- k. Document Owner: <MANDATORY. PVS is the default but allows update if needed.>
- l. Date Finalized: <MANDATORY. When finalised document was uploaded in the document repository>
- m. Document Short Description: <NOT MANDATORY. Short description about the document>
- n. Keywords: <Additional keywords used for quick search of document. This is not the same as key phrases used for qualitative analysis. The keyword is mainly about the document. It is like an equivalent of # in social media content. >

ANNEX 2 - DOCUMENT LIST WIREFRAME

OIE LOGO

PVS PATHWAY LOGO

Language choices

Search box text

LOGIN NAME

Title 1	Title 2	Title 3
Value 1	Value 2	Value 3
Value 4	Value 5	Value 6
Value 7	Value 8	Value 9
Value 10	Value 11	Value 12

Prev

Next

ANNEX 3 - USER ACCEPTANCE FORM - MIGRATION OF FINALISED PDF EVALUATION REPORTS

User Acceptance Form - Migration of Identified Evaluation PDF Evaluation Reports - to be provided at a later stage by the OIE.