# Document Change Control

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1 Introduction

1.1 Purpose Of This Document

To document an evaluation instrument that you’ll use to determine the best tenderer for the project. You should also include background information in order to put this activity into context.

1.2 Terms Of Reference

This states in no uncertain terms what you can and cannot do in the evaluation process. Your ToR is normally dictated to you by management, but since we do not have an active (real) management team, you will need to put into place your own ToR.

1.3 Outcomes

What are the outcomes of successfully completing the Evaluation process?

1.4 Definitions, Acronyms and Abbreviations

This subsection contains definitions of all the terms, acronyms and abbreviations used in the document. Special attention should be paid to the clarification of terms and concepts from the domain of application.

1.5 References

References to all documents that are referred to in the remainder of the requirements specification.

2 Overview

2.1 Problem Definition

Define the project as you see it from a management perspective. Give details that cover for example, the current situation; known shortcomings; and the parties affected. Remember that you are no longer the project team, but part of management whose task is now to determine the best tender.

2.2 Stakeholders

Identify the stakeholders and what interests these stakeholders have.

2.3 Key Objectives

These objectives are what the tenderer’s proposal MUST meet. The objectives must be consistent with the ToR and what was stated in the Project Specification. In addition, the objectives must be concrete and measurable. These objectives must be tied back to the relevant stakeholder.

2.4 Key Features

These are the features you expect your tenderer to have. These features must be consistent with what was stated in the Project Specification, the Objectives and the project’s ToR. The list of features must be concrete and measurable. In addition, it must be linked to a relevant stakeholder.

   Equally important, is a list of features that you do not want. These are things that do not fit with your objectives or the project’s ToR; and the Project Specification.
2.5 Operational Vision

In one or two pages, justify the objectives and features listed above. Detail how they will affect the organisation in terms of direct and indirect benefits to the organisation/stakeholder.

2.6 Assumption/Constraints

This is where you list any assumptions and/or constraints that your team faces in meeting your Goal.

3 Evaluation Model

Based on the information presented in the previous section, document the evaluation model your team proposes to use in determining the best tender.

The following subsections should be considered a base from which you can expand upon. You are free to add additional subsections as required to document your proposed instrument. Much will depend upon the model you’ve chosen.

3.1 Description

In this section, you name and describe in detail the instrument you intend to use. The instrument should be based on a relevant and established Product Quality model (e.g.: Boehm’s Model). You should in this section also justify the model you have chosen to be your framework; ensure that your reasons are consistent with the declarations made in the previous sections.

3.2 Modifications

Where it is necessary to alter the base model to suit your needs, you should describe in detail what those modifications are and why they are necessary. Again justifications must be consistent with statements made in earlier sections.

3.3 Methodology

This section should detail how you intend to conduct the evaluation process using the instrument described. You should include how you will collect and analyse the data; how you will deal with errors and inconsistencies; and importantly, how you’ll report the results and verdict.