

ANNEX VIII.1 — Scenarios

1 Scenario 1 for Lot 2 — Project Management Support for an e-guide project

1.1 Objective

A fixed-price offer for the project described below.

1.2 Context

Over the past 5 years EU-OSHA has developed e-guides to disseminate occupational safety and health information to its target audiences. See, for example:

- the Campaign Toolkit (<http://toolkit.osha.europa.eu/>);
- the e-guide to managing stress and psychosocial risks (<https://osha.europa.eu/en/tools-and-publications/e-guide-managing-stress-and-psychosocial-risks>);
- the e-guide on healthy workplaces for all ages (<http://eguides.osha.europa.eu/>).

EU-OSHA wants to develop a new interactive e-guide by the end of 2017. This new tool should allow a better user experience and increased interactivity. The development of this new interactive tool will be carried out by the contractor for Lot 3.

1.3 Description of activities

The main tasks of the contractor for Lot 2 are:

- to undertake strategic consulting to ensure that the project is aligned with EU-OSHA strategic goals;
- to support the EU-OSHA project manager in:
 - planning and monitoring the project to ensure that the deadlines, the quality criteria and the expected budget are met;
 - providing continuing support for the contractual and financial management of the project;
 - undertaking functional analysis and requirements gathering.
- to coordinate the work of the five other contractors involved in the project (data analysis, developments, graphical design, usability testing and hosting) by:
 - supporting the analysis of quantitative data to be visualised;
 - supporting contractors in their understanding of requirements and participation in the evaluation of their proposals and recommendations;
 - undertaking the functional validation of deliverables from other contractors before the user acceptance tests.
- to provide support for the presentation and validation of the tool with EU-OSHA stakeholders (functional induction);

1.4 Timeframe

The timeframe for the whole project is 6 months.

1.5 Technologies

In accordance with EU-OSHA strategy, the website will be developed with Drupal 7.

1.6 Deliverables

The tenderers for this lot are requested to provide a concise and detailed description of the approach to be followed for the management of the project life cycle. This approach must include:

- the proposed project management methodology;
- a description of the proposed approach;
- a project plan outlining the planned actions and how they might be implemented;
- a description of the functional support, testing support and functional induction;
- the monitoring and reporting processes established for the quality assurance of the project;
- a description of the project deliverables;
- a plan of the number of person-days required in order to execute the scenario;
- an overall budget and budget breakdown. The related cost will be displayed in the financial proposal (Annex 6: Financial proposal).

For the delivery of the scenario approach, only texts of a maximum of 5,000 words and 12 pages will be considered and, therefore, text beyond the specified length will not be taken into consideration.

2 Scenario 2 for Lot 2 — website monitoring

2.1 Objective

A fixed-price offer for the project described below, including the cost for initiating the project and the yearly cost for providing the reports.

2.2 Context

EU-OSHA requires a monthly dashboard for its 10 websites and 5 web applications in order to:

- monitor the service-level agreement (SLA) between EU-OSHA and the hosting contractor;
- monitor statistics.

2.3 Description of activities

The main tasks of the contractor for Lot 2 are:

- to provide consultancy for defining the key performance indicators (KPIs) to be used to monitor the hosting SLA and statistics;
- to provide consultancy for defining the monthly dashboard;
- to provide consultancy for defining the process and the tools used to generate the dashboards.

2.4 Timeframe

The timeframe for the whole project is a maximum of 2 months.

2.5 Technologies

The dashboard should be in a Microsoft Office format (e.g. Word, Excel, PowerPoint).

Piwik will be used for the statistics.

Any online tool can be used for the SLA monitoring.

2.6 Deliverables

The tenderers for this lot are requested to provide a concise and detailed description of the approach to be followed for the management of the project life cycle. This approach must include:

- a description of the proposed approach;
- a project plan outlining the planned actions and how they might be implemented;
- a description of the project deliverables, including a proposal for the list of KPIs and a proposal for the dashboard format;
- a plan of the number of person-days required in order to execute the scenario;
- an overall budget and budget breakdown. The related cost will be displayed in the financial proposal (Annex 6: Financial proposal).

For the delivery of the scenario approach, only texts of a maximum of 5,000 words and 12 pages will be considered and, therefore, text beyond the specified length will not be taken into consideration.

3 Scenario 1 for Lot 3 — development of a new website

3.1 Objective

A fixed-price offer for the project described below.

3.2 Context

EU-OSHA wants to develop a new tool to help small companies manage dangerous substances in their workplaces.

A **website** will be developed in order to support the new tool.

The development of this **website** is the scope of this scenario.

The details are given in [Annex VIII.2 Dangerous substances website](#).

3.3 Description of activities

The main tasks of the contractor for Lot 3 are:

- to provide technical analysis of the requirement and recommendations;
- to develop the new website;
- to adapt/integrate the online graphical design;
- to carry out unit and integration testing;
- to prepare technical documentation and manuals;
- to undertake continuous integration;
- to upload content.

3.4 Timeframe

The timeframe for the whole project is 12 months.

3.5 Technologies

In accordance with EU-OSHA strategy, the website will be developed with Drupal 7.

3.6 Deliverables

The tenderers for this lot are requested to provide a concise and detailed description of the approach to be followed for the management of the project life cycle. This approach must include:

- a detailed but concise description of the project management methodology;
- a description of the proposed approach;
- a project plan outlining the planned actions and how they might be implemented;
- the monitoring and reporting processes established for the quality assurance of the project;
- a description of how continuous integration might be undertaken;
- a description of the project deliverables;
- a plan of the number of person-days required in order to execute the scenario;
- an overall budget and budget breakdown. The related cost will be displayed in the financial proposal (Annex 6: Financial proposal).

For the delivery of the scenario approach, only texts of a maximum of 5,000 words and 12 pages will be considered and, therefore, text beyond the specified length will not be taken into consideration.

4 Scenario 2 for Lot 3 — maintenance of EU-OSHA websites

4.1 Objective

A fixed-price offer for the project described below.

4.2 Context

EU-OSHA has several websites based on Drupal 7 technology which require maintenance and improvement. EU-OSHA would also require its maintenance contractor to provide helpdesk support to the internal users of these websites, which include:

- the corporate website (<https://osha.europa.eu>);
- the Healthy Workplaces Campaign website (<https://healthy-workplaces.eu>);
- the Napo website (<https://www.napofilm.net/>).

4.3 Description of activities

The main tasks of the contractor for Lot 3 are:

- to support the editing of the content (massive loading process, individual edition, etc.);
- to provide technical support;
- to provide helpdesk support for internal stakeholders;
- to undertake corrective maintenance;
- to undertake evolutive maintenance;
- to follow up Piwik statistics results;
- to follow up Drupal security updates.

4.4 Timeframe

The timeframe for the whole project is 12 months.

4.5 Technologies

In accordance with EU-OSHA strategy, the website will be developed with Drupal 7.

4.6 Deliverables

The tenderers for this lot are requested to provide a concise and detailed description of the approach to be followed for the management of the project life cycle. This approach must include:

- a detailed but concise description of the project management methodology;
- a description of the proposed approach;
- a project plan outlining the planned actions and how they might be implemented;
- the monitoring and reporting processes established for the quality assurance of the project;
- a description of the project deliverables;
- a plan of the number of person-days required in order to execute the scenario;
- an overall budget and budget breakdown. The related cost will be displayed in the financial proposal (Annex 6: Financial proposal).

For the delivery of the scenario approach, only texts of a maximum of 5,000 words and 12 pages will be considered and, therefore, text beyond the specified length will not be taken into consideration.

5 Scenario 3 for Lot 3 — data visualisation tools migration

5.1 Context

EU-OSHA has developed two data visualisation tools:

- ESENER1 (<https://osha.europa.eu/en/surveys-and-statistics-osh/esener/2009>);
- ESENER2 (<https://osha.europa.eu/en/surveys-and-statistics-osh/esener/2014>).

EU-OSHA would like to migrate these tools to a new platform using Pentaho technology.

5.2 Description of activities

The main tasks of the contractor for Lot 3 are:

- to perform a technical analysis of the requirement and recommendations;
- to develop the new data visualisation tool;
- to undertake data migration;
- to carry out unit and integration testing;
- to prepare technical documentation and manuals;
- to undertake continuous integration.

5.3 Timeframe

The timeframe for the whole project is 12 months.

5.4 Technologies

In accordance with EU-OSHA strategy, the data visualisation tool will be developed with Pentaho.

5.5 Deliverables

The tenderers for this lot are requested to provide a concise and detailed description of the approach to be followed for the management of the project life cycle. This approach must include:

- a detailed but concise description of the project management methodology;
- a description of the proposed approach;
- a project plan outlining the planned actions and how they might be implemented;
- the monitoring and reporting processes established for the quality assurance of the project;
- a description of how continuous integration might be undertaken;
- a description of the project deliverables;
- a plan of the number of person-days required in order to execute the scenario;
- an overall budget and budget breakdown. The related cost will be displayed in the financial proposal (Annex 6: Financial proposal).

For the delivery of the scenario approach, only texts of a maximum of 5,000 words and 12 pages will be considered and, therefore, text beyond the specified length will not be taken into consideration.