Document reference:	FPD-SOP002
Document Title:	FPD Funding Systems Enhancments v1.0
Scope:	The FPD Funding Systems are regularly updated to meet user requirements. Each change has to be tested at various levels before it is released on the Live environment.
Background:	Every functionality within the system is designed to serve a particular purpose. Whilst a feature might be useful for other purposes it is not guaranteed that it will work as intended unless the ICT Unit and MITA are informed, and the whole development process as indicated in this note is followed.
Responsibilities:	Head of Managing Authority, Managing Authority Personnel, MITA Project Manager. Coordination: ICT Unit
Issuing Authority:	Funds and Programmes Division – ICT Unit
Effective Date:	03/11/2019

Procedure:

1. Initiation

1.1. When an officer within the Managing Authority (MA) or any other stakeholder organisation identifies a new process/functionality that may be included in the central information system, a course of action including various phases of development (including testing) is triggered until - *if approved* - the functionality is actually released live on the system. Applicants are to submit their requests as follows:

1.2. Requests from representatives of Beneficiaries and Line Ministries are evaluated through the respective Chief Coordinator or Director; whilst the Audit Authority, Certifying Authority and the EU Payments Unit should contact the Head of the Managing Authority.

1.3. If endorsed, the request will then be evaluated and approved (or otherwise) by the Managing Authority. The Head of the Managing Authority forwards the approved request to the ICT Unit for the necessary follow up with MITA.

2. Requirements Analysis

2.1 An internal Business Core Group meeting is organised to view the requirement from different perspectives. The meeting is attended by representatives of:

- ICT Unit;
- Heads of each unit within FPD, or representatives;
- EU Payments Unit (if necessary)

2.2 Tripartite meetings are then held between ICT Unit, Malta Information Technology Agency (MITA), and the representatives of the Head of the Managing Authority making the request.

2.3 The request will then be analysed to see if the current system can be enhanced to cater for the new requirement, keeping various factors in mind such as resource constraints, time management, prioritisation of tasks and interoperability.

2.4 This is followed by a discussion and agreement with Head of the Managing Authority on taking the requirement forward.

3. Design

3.1 Once a preliminary agreement on the new functionality has been reached, effort will be shifted to design how the system will actually work.

3.2 MITA will draw up a detailed requirements document which shows what the intended solution will be.

4. Development

4.1 Once the document is agreed by both MITA and FPD, MITA start developing the new module/functionality.

5. Integration and Testing

5.1 Testing is a necessary part of any software development project and a good proportion of the time spent on development is utilised by the developers themselves carrying out testing on the software (alpha testing) in order to determine that the software functions correctly.

5.2 The next phase is that of User Acceptance Testing (UAT). Here, representatives of the entity making the request nominate officers who will carry out the testing. The system is thoroughly tested to obtain confirmation that it meets the requirements that were agreed upon.

5.3 During this phase, representatives of the entity and/or any other stakeholder organisation that will be using the new functionality perform a number of formal tests to ascertain that the new system is operating according to their requirements. Testing involves operating the new module/functionality under controlled conditions and checking the results. The controlled conditions include both normal and abnormal conditions. Testing intentionally aims to make things go wrong, to check whether things happen when they should not or things do not happen when they should.

5.4 The ICT Unit may assist the end users in compiling the test reports which will be sent to MITA. This is also because the testers representing the units at times encounter difficulties or have certain queries while testing. These are normally settled down with the ICT Unit or if need be, with the MITA developers themselves who may be invited for meetings to clarify queries on the way the new module works.

5.5 The UAT acts as a final verification of the proper functioning of the new module/functionality. The idea therefore here is to find faults within the software since if the software works as intended and without issues during this phase, one can assume that it will be working well once released. A template of the test case document required by MITA is included at the end of this guidance note.

5.6 Once the tester/s, on behalf of the respective Director/Head of Managing Authority, conclude the UAT phase thereby confirming their confidence that the system is working as requested, the respective module/functionality may be scheduled for released.

5.7 Depending on the nature of the module developed, testing may also be carried out by users outside the MA such as the EU Payments Unit, the Certifying Authority (CA), the Audit Authority (AA) and Beneficiaries.

6. Implementation

6.1 When testing is concluded, all test cases are compiled in a Test Report which is then signed off by whoever initiated the need and MITA.

6.2 MITA then liaises with FPD to schedule the release of the system update. In case of system downtime, the Managing Authority informs users beforehand of the interruption.

Modification history

Version	Date	Comments	Requested by
Version 0.1	23/09/2019	Draft version for internal review	DG FPD
Version 1.0	28/10/2019	First published version	DG FPD

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