

영문 규격서

Statement of Service

관세 분류번호 HSK No	품목번호 Item No.	품명 및 규격서 Description	단위 Unit	수량 Quantity
		Online Platform Website Development & Maintenance (for Global Bio Manufacturing Workforce Training)	Set	1

A. FEATURES

1. IVI wants to develop an English website that allows users and administrators to easily apply for and manage online training through the LMS platform, such as online training application function, confirmation of training requested through login, and notification of the requested training date. You need to create a user-friendly and visually appealing site that can intuitively deliver large amounts of educational information to a key audience. You also need a web-based, database-based administration tool that allows key administration personnel to easily update content without directly accessing the source code.
2. IVI may consider outsourcing some of its content management tasks to vendors on an as-needed basis, but will retain final editorial rights to the content. Therefore, managing the web posting of new information on the site should be fast and efficient, preferably using a system with a browser-based user interface. Web content management is based on roles (eg Author, Reviewer/Editor, and Publisher) that control access and workflow.
3. There are 2 courses for Global Bio Manufacturing Workforce Training (GBMWT); 'Introductory course for biologics development and manufacturing' and 'Introductory course for standard practice (GxP course)'. To hold the training seminar, online platform will manage the global applicants and education contents. Highly important features were indicated by ★.
 - 1) Common Ground / April – May 2022
 - (1) Presenting the overview of the training program
 - (2) Registering personal information on the website to be a member
 - (3) Application for each training program by global participants ★
 - (4) Selection and acceptance of applicants
 - 2) Introductory course for biologics development and manufacturing / Offline / July 2022
 - (1) Check the status of participants' attendance by mobile through the website
 - 3) Introductory course for biologics development and manufacturing / Online / August 2022
 - (1) Opening lectures according to the schedule like offline program
 - (2) Management of applicants regarding the progress status

- (3) Streaming the pre-recorded lectures on time ★
(Lecturer will record their presentation individually and the website will broadcast it.)
 - (4) Q&A function between lecturer and participants during streaming the lectures (e.g. Live chat) ★
(Even the pre-recorded lecture is on the air, lecturer should keep his seat at that time to communicate with participants)
 - (5) Automatic issuance of online certificates after completing the certain period of time and the online test
 - (6) Registering the recorded online lectures on the website for everyone after the course
- 4) Introductory course for standard practice (GxP course) / Offline / September 2022
Same as above, specified in 2)
 - 5) Introductory course for standard practice (GxP course) / Online / October – November 2022
Same as above, specified in 3)

B. CONFIGURATION & SPECIFICATION

1. The website must meet the following criteria:
 - 1) Content management system that can be updated immediately by non-technical IVI staff
 - 2) Easily updated - Once the site is complete and approved by IVI, site hosting is outsourced to a vendor in a way that meets IVI's standards or international standards
 - 3) Site design: A website should look good and be functional to look at. It should be attractive, easy to use and memorable.
 - 4) Sites should be mobile device friendly in terms of interface and content display, and also provide compatibility with social media channels.
 - 5) Theme: Each section of the site should have a common look and feel. It should be displayed consistently throughout the site in relation to the identity of the research organization IVI.
 - 6) Consistent design: Each section of the site should have a common look and feel. (Use of pictures, fonts and layouts is consistent throughout the site)
 - 7) Easy navigation: information should be grouped and displayed in a logical way, and no more than 3 "drill-down" levels are required for users to find the information they are looking for.
 - 8) Development of web pages to accommodate the proposed navigation method.
 - 9) To provide software and licenses necessary to maintain the Site, internally or externally, as determined by IVI. It would be better if the technology used for development could be integrated with existing in-house IT technology (web hosting platform and cloud technologies).
 - 10) Automatic alarm function
 - 11) Automatic mailing list function.
 - 12) Provide search functionality using keywords or phrases to identify content throughout the site.
 - 13) Ability to collect emails, areas of interest and demographic information from visitors in a format that allows IVI to maintain a database of users, and to send emails respectively according to areas of interest and profile
 - 14) Once the website is complete and approved by IVI, the website design and all content, software, technology and architecture become the property of IVI.
 - 15) Comply with website security management guidelines such as National Intelligence Service and National Cyber Security Center
 - 16) Comply with domestic/international privacy policy guidelines
 - 17) Provide visitor log statistics function (Google)

2. Hardware

Implementation method through IaaS (Infrastructure as a Service), PaaS (Platform as a Service), or SaaS (Software as a Service) (physical server configuration is not considered)

3. Software

Website should consider the following requirements:

- 1) The site must be compatible with all major browsers such as IE, Firefox, Chrome, Safari, etc.
- 2) Site must be compatible with browsers of all mobile devices.
- 3) Websites should not require plugins by default.
- 4) Prefer to meet the Americans with Disabilities Act (ADA) requirements
- 5) The site should be built according to the latest guidelines on Web Content Accessibility provided by the W3C and should be accessible to both novice and experienced Internet users.
- 6) Fast Loading Pages: Websites should be designed with balanced text and graphics so that each page loads in less than 5 seconds on an average computer using a 56K modem.
(Considering the accessibility of developing countries)

4. Test

IVI tested our website on all applicable platforms to make sure it works as promised.

5. Delivery

Vendor hosts the website and LMS platform developed through the construction method of Infrastructure as a Service (IaaS), Platform as a Service (PaaS) or Software as a Service (SaaS), and transfers site content management rights to IVI box.

6. Tracking

Implementation of tracking software to generate custom site log reports. This feature helps us better understand and measure web visitor behavior and improve website performance and usability.

- 1) Analysis of web traffic by region
- 2) Path analysis
- 3) Visitor Trends
- 4) Page views
- 5) Entry page
- 6) top page
- 7) end page
- 8) Page: Period of stay
- 9) Technical analysis of browsers and platforms
- 10) Technical analysis of educational content and viewing

7. Required Features related to LMS

- 1) A function that distinguishes education applicants from visitors and allows them to view contents according to their authority
- 2) Hosting function that can watch (transmit) more than 3000 educational videos at the same time
- 3) Real-time chat function (Q&A function during online education lectures)

- 4) Automatic online certificate issuance function when passing the test after a certain period of time
- 5) Function to freely take all online training after a certain period
- 6) Survey function
- 7) Online student attendance check function (Off-line: A function that allows you to attend live face-to-face)
- 8) Off-line student attendance check function
- 9) Functions that registered members can take for a certain period of time
- 10) Functions available only to applicants approved by the administrator
- 11) A function that shows a list of lectures in Calendar format, but can activate the corresponding education during lecture time like offline education
- 12) Additional features required for online non-face-to-face lectures

8. Maintenance

- 1) Maintenance must include one year from the date of completion of development
- 2) In consultation with the vendor, a maintenance contract can be signed every 1-3 years.

9. Reference site

- <https://about.citiprogram.org/>

C. REMARKS

1. As training program is for the participants of LMICs, the website should be in English. All words and sentences should be written in English.
2. Basic frame of website including member registration needs to be launched on April.
3. All development should be done before the online course on August.