Web-Based Product Criteria and Feasibility Study
for Water Research Foundation Project Deliverables

Web-based project deliverables are defined as a final project product that will be hosted on a Web server and its content served up to users via any approved Internet-based technologies of The Water Research Foundation. They may be commonly called Websites, Web Tools, or Web applications. However, only selected projects justify the development of these products. There are associated costs and implementation details for the researcher and WRF that need to be considered. The researcher should submit a full Feasibility Study to provide a clear road map for the Web-based product deliverable. The Feasibility Study should address the questions on page 3 of this document and must comply with the product requirements below.

Product Requirements

- Products created shall be self-contained and not require support or updates by The Water Research Foundation staff. The researcher is responsible for this during the contractual life of the product.
- An initial design discussion with The Water Research Foundation's Content Manager and IT staff should be scheduled through the Research Manager as part of the Communication Plan that will become part of the Project Funding Agreement.
- The Water Research Foundation may require a formal contract, separate from the Project Funding Agreement, for the development and maintenance of the web tool. The Water Research Foundation may request to contract with the researcher to maintain the tool after the initial Foundation project is complete.
- The researchers will deliver documentation including source code and user manual before launch of the web tool.
- The web-based product will be hosted on a mutually agreed account. The researcher should develop the web-based product within their own environment and is responsible for transferring the final product to the mutually agreed upon account with the coordination of WRF's IT Department. The researcher is responsible for all administrative hosting functions for the contractual life of the product. The Water Research Foundation may pay for hosting services. Decisions on payment for hosting will be made on a case-by-case basis.
- The web-based product will be registered under a domain name determined by the researcher and The Water Research Foundation.
- The Water Research Foundation's approved Internet-based technologies are HTML, Microsoft Excel, or Microsoft Access. WRF, however, does not wish to limit the creativity of these products and may consider other technologies during the development.
- Browser development for latest major browser versions and one version previous.
- Develop in compliance with 508 Accessibility rules (not required but highly desired - see https://www.usability.gov/)

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- Develop to accommodate responsive design on browsers, mobile, and tablet devices (not required but preferred). If any plug-in is required to view the web-based product, the product must provide the needed link, support, and instructions for using the plug-in.
- Product design and branding should complement The Water Research Foundation's existing websites (www.waterrf.org and www.werf.org). The Water Research Foundation logo and complimentary web-safe colors should be used.
- The product home page or "About" page should mention The Water Research Foundation project and its objective/background.
- Create a footer for the pages of the product that includes the following elements: Project Number, Source: *Report Title*. © Year The Water Research Foundation. For example,

    The Water Research Foundation project #123, Source: *Soil-Aquifer Treatment for Sustainable Water Reuse* ©2018 The Water Research Foundation. ALL RIGHTS RESERVED.

- Provide opportunity for The Water Research Foundation to view a beta of the product early into the development.
- Debug and demonstrate prior to submittal
- Include a link back to www.waterrf.org and www.werf.org
- **Use of The Water Research Foundation Logo**: Contact Cheri Dougherty, cdougherty@waterrf.org to obtain an electronic file containing The Water Research Foundation logo. Please specify your preference for file format (GIF, JPEG, PNG). For more information about proper use of the WRF logo, refer to our Branding Guidelines.

Feasibility Study Questions

This Feasibility Study will be used by WRF's staff, researchers, and Project Advisory Committees in determining whether a web-based product should to be developed. If approved, the final Feasibility Study will become part of the Project Funding Agreement. Please answer the following Feasibility Study questions:

1. What is the tool type? Is it primarily a data repository, an encyclopedic list? Or, is it an interactive tool that leads to a decision or a cost/benefit analysis?

2. Who is the intended audience for the web Tool? Is the audience highly technical, or can non-specialists use and understand it? Is it intended for WRF subscribers only? If the tool is hosted outside of WRF hosting, how will users be authenticated? Which subscribers would be likely users (utility, manufacturer, consultants)? Or, will the site be open to the public?

3. How does proposed funding affect the use of the web tool?

4. Will users need to enter their own data into the tool? How will accounts be set up and secured?

5. What is the plan for user support?

6. How often will the web tool be updated? Who will keep the site current?

7. How will the web tool conform to The Water Research Foundation's usability and look and feel guidelines?

8. Will the web tool's useful life be at least 3 years? What are the limiting factors for the web tool's usefulness?

9. What is the plan for security of the site?

10. In which of the approved platforms will the Web tool be written (HTML, MS Excel, or MS Access?)

11. Will the web tool be compatible with the latest and at least one previous version of major browsers and plug-ins?

12. What is the plan for debugging, testing, and user testing during development?

13. What are the projected development effort, timeline, and cost?

14. What is the launch plan?

15. What is the projected maintenance plan and cost?

16. What is the end of life plan for the web tool?