**Web Tool Criteria and Feasibility Study for The Water
Research Foundation Project Deliverables**

Web tools are web- and software-based interactive tools that help professionals consume, understand, and apply research results. Web tools are applications that come in a variety of forms, for example, spreadsheets, databases, websites, and calculators. Web tools can provide enhanced access to research, but only select projects justify the development of these products. There are many factors that need to be considered before developing a web tool. The researcher must submit a full Feasibility Study to provide a clear road map for the web tool. The Feasibility Study should address the questions on page 2 of this document and must comply with the product requirements below.

Requirements

- Web tools must provide features and functionality that can't be delivered in any other way.
- All technology and ongoing maintenance costs associated with a web tool must be cost-justified (i.e., the benefit provided outweighs the costs).
- Web tools should utilize commonly available technologies to the extent feasible, and follow current security best practices.
- If a web tool will be hosted by WRF, it must use a technology that WRF is familiar with. WRF does not provide third parties with administrator access to the WRF hosting platform.
- Web tools should not require end users to install third-party software, aside from commonly found enterprise software applications such as MS Office.
- Web tools must comply with applicable data privacy regulations (CCPA, GDPR, PIPEDA, etc.).
- Web tools must comply with the WRF End User License Agreement.
- Web tools should be designed to ensure ease of usability for end-users.
- Source code must be documented with in-line comments.
- End user documentation such as technology requirements, a user guide, or FAQs must be provided in addition to the web tool. Web tools should include self-guided end user training or support; individualized end-user training and support should not be required.

Guidelines

Before developing any web tool, the following items should be discussed with the WRF Research Program Manager and WRF's Communications and Marketing Team, and will be considered on a case-by-case basis:

- Data hosting and ownership, including the location, provider, and ongoing data management, including backup/recovery, are subject to discussion with, and approval by, WRF.
- Web tools should be designed such that only minimal ongoing maintenance is needed.

- WRF prefers that web tools not require user login/credentials or authentication.
- Domain names and ownership of domain names are subject to discussion with, and approval by, WRF.

Acknowledgment of WRF

- The product home page or "About" page should mention the WRF project title, project number, and project goals.
- The WRF logo, sponsorship, and copyright information should be prominently displayed in the web tool, for example on the title screen or footer.

<table>
<tr><td>Sponsored by:
The Water Research Foundation</td><td>Copyright ©2021
by
The Water Research Foundation
ALL RIGHTS RESERVED</td></tr>
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- Include the standard disclaimer from the WRF [Research Report Template](#).
- If the project has co-funding organizations, their logos should be included alongside WRF's, and their names included under "Sponsored by" and in the disclaimer.
- Contact Cheri Good (cgood@waterrf.org) to obtain an electronic file containing the WRF logo and logos of any co-funding organizations. Please specify your preference for file format and state how the logo is intended to be used. For more information about proper use of the WRF logo, refer to WRF's [Branding Guidelines](#).
- If the web tool is not hosted on WRF's website, it should include a link back to [www.waterrf.org.](http://www.waterrf.org)

Feasibility Study Questions

The Feasibility Study will be used by WRF's staff, researchers, and Project Advisory Committees in determining whether the proposed web tool is an appropriate fit for the project. Please answer the following Feasibility Study questions:

1. Detail how the proposed tool meets the web tool requirements and guidelines listed above.
2. What will the web tool's useful life be? What are the limiting factors for the web tool's usefulness? What is the end of life plan for the web tool?
3. Does the research team have the equipment, time, availability, and budget to create and test the web tool? What are the anticipated level of effort, timeline, and cost for tool development?
4. What is the plan for debugging, testing, and user testing during development?
5. Describe what the tool will do. Is it primarily a data repository, an encyclopedic list? Or will it lead to a decision or a cost/benefit analysis?
6. Which technology platforms, languages, or systems will the web tool utilize?
7. 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 or for the public?
8. What is the plan for user support?
9. Will users need to enter any data into the tool? If so, how will this data be secured and protected?

10. How often will the web tool be updated? Who will keep the web tool current with software patches or maintenance? What is the projected maintenance plan and cost? Please include all expected costs over the expected life, including, but not limited to the following:
    a. Website hosting
    b. Domain registration
    c. SSL certificates
    d. Up-front software licenses and annual maintenance OR annual subscriptions
    e. Hardware and any other technology platforms required
    f. Ongoing maintenance, patching, security updates, and backup/recovery
11. How will the web tool conform to WRF's usability and branding guidelines?
12. What is the plan to secure the web tool over its expected life?
13. How will the web tool be managed to ensure compatibility over its expected life with the latest and at least one previous version of major browsers, plug-ins, or third-party software?
14. What is the launch plan?