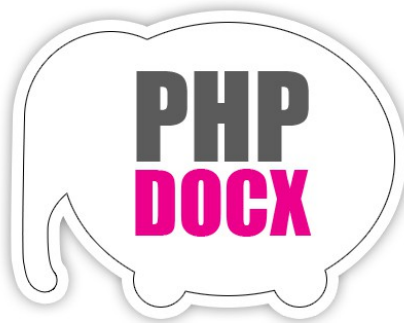


# Project Introduction & Rationale

**sdf**



ABOUT YOUR ORGANISATION

Lane Number#06

<https://google.com>, PB, 160061

08 April 2015

Neeraj Attri

## 1. About this document

This document provides an introduction to, and summary of, the **sdf** project that we believe will provide significant operational, service and financial benefits to **ABOUT YOUR ORGANISATION** and its stakeholders.

It is provided to:

1. Inform stakeholders about our proposed project, resulting systems and key benefits; and
2. To assess and attain the, financial commitment, enthusiasm and endorsement to progress it further.

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This document provides an introduction to, and summary of, the **sdf** project that we believe will provide significant operational, service and financial benefits to **ABOUT YOUR ORGANISATION** and its stakeholders.

Assuming that the project progresses we anticipate that it will be completed by **30 April 2015**, at an expect cost of **4**.

## [Contribution to ABOUT YOUR ORGANISATION mission](#)

efef

## [Contribution to ABOUT YOUR ORGANISATION goals](#)

ef

## [Operational savings / Return on Investment](#)

This project is intended to generate ongoing savings/returns against the initial financial investment. Should the project proceed to the next planning phase the returns will be quantified through completion of comprehensive functional requirements.

At this stage are expecting to create efficiencies and reduce errors in the **1** areas listed below in the project scope section of this document.

## [Non-financial benefits](#)

In addition to the financial savings we are also expecting to achieve improvements in our operations and service through automation, systemisation and enabling 'self-service' for the following groups:

<a href="#">Stakeholder group</a>
defef
wdwd

## [2. Project Scope](#)

We have identified **1** functional areas that the implemented system will facilitate, these are listed below.

The project scope will be further defined by specifying a list of key features within each of these functional areas.

The Project Detail Document (a key deliverable of the next project phase), will contain:

Commercial in confidence      Project introduction document  
08 April 2015

[Produced by Skopes](#)

- Estimates return on investment (ROI), saving per year based on the current operations costs, and
- Expected non-financial stakeholder / constituencies benefits of these functional areas.

At this stage new additional revenues are not estimated or included in this documentation.

## Functional areas to be implemented

The identified functional areas to be implemented are:

### Order Management

If you require to take online payments you will need also to manage the related orders. These orders might be membership payments, events bookings or product purchases. Each will require actioning and reconciliation. This is therefore an essential feature if payments are to be processed.

A list of functional line items are provided below for you to include or exclude and to provide a ranking of importance for your project.

Key features include:

- A range of online payment gateways are supported
- Orders can be processed through a number of different statuses reflecting your processes
- Integration with common accounting packages is available

### 3. Price, Process, Timelines & Milestones

We intend to "go-to market" to finalise pricing, however we are provisionally recommending a project budget of **4**.

In addition to the financial costs, the project will also require the time, input and enthusiasm of the following team members listed in the Roles and Responsibilities section below.

#### Timeline & milestones

The project duration is expected to be **21** days.

- The intended start date is: **09 April 2015**
- The target completion date is: **30 April 2015**

The project will include key milestones, these will help us monitor and keep the project on time and budget.

The milestones are not finalised, but are likely to include:

Milestone No.	Milestone name	Date
1	Project Commencement	09 April 2015
2	Supplier engaged	23 April 2015
3	Project Completion	30 April 2015

## 4. Internal team roles

Successful execution of the project will require the input and participation of a number of team members, these are listed below along with their anticipated roles and responsibilities.

The next stage of the project will include more detail on this including estimated effort and individual responsibilities.

### Project team

The project team leader is **w**.

Team member
w
4
m

## 5. Conclusion and Next steps

To achieve the benefits we propose to deliver the project following the milestones outlined.

The next step is to specify the project process and system functionality in greater detail. This will be captured in a 'Project details' document which will be the primary reference for all stakeholders.

Please contact w on w@yahoo.com with questions and your feedback.

## 6. Risk Management

Identified risk	Risk type	Likelihood of occurrence
sdw	legal	low
Risk description		
Description		

Identified risk	Risk type	Likelihood of occurrence
sa	cost	medium
Risk description		
sq\$		