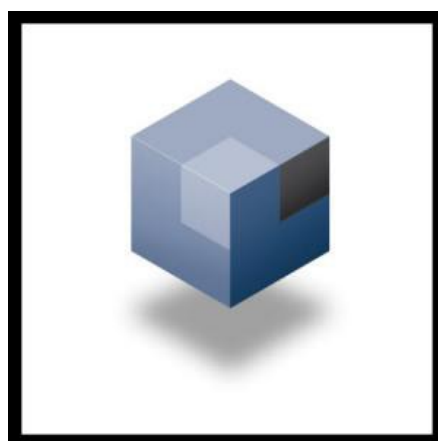


# Expression of interest (Eoi)

## Briefing document

For

### **Project L3**



LCubed

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03 December 2014

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# 1. Introduction

## About this document

This document has been created to brief you and your organisation on our pending project and to ascertain your level of interest in participating in its delivery.

The document is only intended as a high level brief, full and detailed project documentation will be supplied to you soon, including functional requirements, should you wish to provide a quotation for the delivery of the project.

## About LCubed

Organisations Mission Lorem ipsum dolor sit amet, assum animal suscipiantur cu pri, at nisl complectitur mea. Ius zril vivendo denique te. At eripuit blandit volutpat ius. Ad vix natum eligendi. Solet intellegebat te mei, posse causae eloquentiam sed ad.

## Key project Objectives

Organisations goals Lorem ipsum dolor sit amet, assum animal suscipiantur cu pri, at nisl complectitur mea. Ius zril vivendo denique te. At eripuit blandit volutpat ius. Ad vix natum eligendi. Solet intellegebat te mei, posse causae eloquentiam sed ad.

## 2. Project Scope

Currently we have identified a number of high level functional areas that we require the project to deliver upon. There are total **6** functional areas.

Future documentation will include a drill down into each of these areas, specifying a list of features within each.

### Contact Database

In almost all membership system builds, whether on or off line, the contact database is a central feature. It is mandatory to the implementation of a working membership system.

Your contact database records information on all of your constituency, independent of their relationship to your organisation. These attributes (for example, subscriber, current member, committee member) all refer back to the central contact database.

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.

Contact database features include:

- Adding new contact details
- Managing and editing contacts and status
- Manage access and user permissions

### Membership Application

Automation of membership processes, and providing the ability for members to self serve, can represent a significant saving (operational efficiency) to your organisation at the same time as providing improved (self) service.

Online membership application and membership processing can also encourage quicker renewals and an increase the overall number of renewals and new member applications. A list of functional line items relating to Membership Application are provided below for you to include or exclude.

Key Membership Application features are:

- Individuals / corporations can apply for membership via the public website
- Members can choose applicable options and levels
- Communications and payments are handled by the system

### Membership renewal

Allowing members to renew through your website in a simple and intuitive way will also create significant cost savings.

It also represents improved service and convenience to many who are happy using the internet to make payments. It allows members to renew any hour of the day or night from anywhere. This convenience can be the difference between the renewal and a lapsed member.

Key features include:

- Automated notifications of membership expiry
- Members can modify their membership types, interests and settings
- Online payments processed for renewals

## Events Registration

The management of events is a common activity and therefore requirement for Associations and non-profit systems. Its automation often represents dramatic savings because of the high level of manual processing required for each ticket and attendee for every event.

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

Key features include:

- Events can be quickly and easily published onto the website
- Members receive different event pricing to non-members
- Registrants can purchase tickets to all events in a suite of events or purchase in groups

## Website Content Management

Websites are a critical channel of communication for Associations. To keep a website up to date, fresh, relevant and attractive to search engines the content on the site should be modified and updated regularly. It is therefore essential that this task can be easily and quickly managed by non-technical personnel.

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:

- All site content can be managed by non-technical administrators
- Menu structures and Information Architectures (site maps) can managed
- Content approval workflow is supported

## Resource Library

Commercial in confidence

Project introduction document  
03 December 2014

[Produced by Skopes](#)

Many membership organisations have accumulated a considerable library of resources that need to be readily accessible to either to the public or, more often, available only to members as a benefit of membership.

The usefulness of this library is predicated on it being easily browsed or filtered via a variety of meta data relevant to the resources and their application.

Key features include:

- Resources within the resource library can be publicly available or restricted to members
- Metadata to be assigned to resources can be configured
- The resource library can be browsed by category or search/filtered by metadata

### 3. Milestones and timelines

The project duration is expected to be **61** days.

- The intended start date is: **01 July 2014**
- The target completion date is: **31 August 2014**

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	01 July 2014
2	Supplier engaged	15 July 2014
3	Scoping and planning complete	26 July 2014
4	Interface design complete	02 August 2014
5	Development complete	06 August 2014
6	Changed from User testing complete	16 August 2014
7	Training complete and system live	17 August 2014
8	Additional Milestone	29 August 2014
9	Project Completion	31 August 2014