

# Project Charter & Scope of work

## **Project L3**



LCubed

Level 1, 228 Swan Street  
Richmond, VIC, 12

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Juliana Koh



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# 1. Executive summary

## The projects contribution to our organisations mission

Projects contribution to your 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.

## The projects contribution to our organisations current goals

Project contribution to (medium term) organisational 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.

## Return on Investment

During the process of project scoping we have estimated the target yearly return on investment (ROI). For each feature and function we have estimated the time and cost savings.

The total ROI assumes a successful project, it is: **\$ 20300734**

## Project Scope

The full project scope contains functional areas and features within each of these functional areas. Each of the features can present operational improvements (captured in ROI), or benefits to stakeholders. A breakdown of these [features and functions is provided below](#), this table provides a summary.

Number of functional areas	6
Number of features to be implemented	93
Number of expected stakeholder benefits or improvements	1
Number of cost saving features	9
Estimated yearly cost savings (ROI)	\$ 20300734

## Costs & Budget

We are going to market to finalise pricing, however we are suggesting allocating a provisional project budget of **Dont Know**.

The project will also require the involvement of the following team members:

Changed  
Bryant Austin  
Jaycob Harrison  
Hilary Kortney  
rfrfe

## Timeline & milestones

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**

## 2. Project objectives and benefits

### Introduction

This section presents the motivations for the project. These include project our objectives, how these fit with our organisational strategy and other benefits.

### Our mission

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.

### Our goals

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.

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### 3. Return on investment

This section presents the estimated return on investment (ROI) that can be achieved from a successful project implementation.

The section totals the ROI by the functional area, supporting details of [ROI at the feature level is provided below](#).

Functional area	Features in area	Total yearly savings (ROI)
Contact Database	3	\$ 5884
Membership Application	2	\$ 20080580
Membership renewal	1	\$ 1395
Events Registration	1	\$ 5616
Website Content Management	4	\$ 202275
Resource Library	3	\$ 4984

## 4. Roles, Responsibilities and Effort

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

Team member	Responsibility / contribution	Estimate effort
Changed	Supervisor / Team Manager	50
Bryant Austin	Research Team	40
Jaycob Harrison	Design Team	40
Hilary Kortney	Functional Manager	50
rfrfe		0

## 5. Process and timelines

We are expecting the project to be delivered during the following period; the project is broken into key milestones shown below.

### Timeline & milestones

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





## 6. Supplier evaluation criteria

We will be selecting a supplier based on the following criteria in the priority order shown.

Evaluation criteria	Weight
Match to functional requirements	30
Warrantees (products & services)	20
Strength of project process	10
Company history and stability	10
Organisational fit	10
Value for money	10
Locations and logistics	5
Team (technical & relationship)	3
Referees (your current clients)	2
References (track record)	0

These criteria will be published to all suppliers intending to be involved in the RFQ process.

## 7. Scope: Features and functions

### Functional areas : Priority score, ROI & Benefits

Each of the functional areas may provide a return on investment (through operational efficiency), and/or a benefits (e.g. a service improvement) to stakeholders. These are presented here by functional area; supporting detail at the [feature level is provided below](#).

Contact Database	
<p><b>Description</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Contact database features include:</p> <ul style="list-style-type: none"><li>- Adding new contact details</li><li>- Managing and editing contacts and status</li><li>- Manage access and user permissions</li></ul>	<p><b>Number of features</b></p> <p>3</p> <p><b>ROI</b></p> <p>\$5884/YR</p> <p><b>Priority</b></p> <p>1 mandatory, 0 important, 2 nice to have,</p> <p><b>Benefit to:</b></p> <p>jhglgndgf</p>
<p><b>Notes:</b></p>	

### Membership Application

<p><b>Description</b></p> <p>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.</p> <p>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.</p> <p>Key Membership Application features are:</p> <ul style="list-style-type: none"> <li>- Individuals / corporations can apply for membership via the public website</li> <li>- Members can choose applicable options and levels</li> <li>- Communications and payments are handled by the system</li> </ul>	<p><b>Number of features</b></p> <p>2</p> <p><b>ROI</b></p> <p>\$20080580/YR</p> <p><b>Priority</b></p> <p>2 mandatory, 0 important, 0 nice to have,</p> <p><b>Benefit to:</b></p>
<p><b>Notes:</b></p>	

<p>Membership renewal</p>	
<p><b>Description</b></p> <p>Allowing members to renew through your website in a simple and intuitive way will also create significant cost savings.</p> <p>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.</p>	<p><b>Number of features</b></p> <p>1</p> <p><b>ROI</b></p> <p>\$1395/YR</p> <p><b>Priority</b></p> <p>1 mandatory, 0 important, 0 nice to have,</p> <p><b>Benefit to:</b></p>

<p>Key features include:</p> <ul style="list-style-type: none"> <li>- Automated notifications of membership expiry</li> <li>- Members can modify their membership types, interests and settings</li> <li>- Online payments processed for renewals</li> </ul>	
<b>Notes:</b>	

Events Registration	
<p><b>Description</b></p> <p>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.</p> <p>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.</p> <p>Key features include:</p> <ul style="list-style-type: none"> <li>- Events can be quickly and easily published onto the website</li> <li>- Members receive different event pricing to non-members</li> <li>- Registrants can purchase tickets to all events in a suite of events or purchase in groups</li> </ul>	<p><b>Number of features</b></p> <p>1</p> <p><b>ROI</b></p> <p>\$5616/YR</p> <p><b>Priority</b></p> <p>0 mandatory, 0 important, 1 nice to have,</p> <p><b>Benefit to:</b></p>
<b>Notes:</b>	

Website Content Management	
<p><b>Description</b></p> <p>Websites are a critical channel of</p>	<p><b>Number of features</b></p> <p>4</p>

<p>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.</p> <p>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.</p> <p>Key features include:</p> <ul style="list-style-type: none"> <li>- All site content can be managed by non-technical administrators</li> <li>- Menu structures and Information Architectures (site maps) can managed</li> <li>- Content approval workflow is supported</li> </ul>	<p><b>ROI</b> \$202275/YR</p> <p><b>Priority</b> 1 mandatory, 3 important, 0 nice to have,</p> <p><b>Benefit to:</b> Vendors Industry Experts Professional Associations Industry Experts Vendors</p>
<p><b>Notes:</b></p>	

Resource Library	
<p><b>Description</b></p> <p>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.</p> <p>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.</p> <p>Key features include:</p> <ul style="list-style-type: none"> <li>- Resources within the resource library</li> </ul>	<p><b>Number of features</b> 3</p> <p><b>ROI</b> \$4984/YR</p> <p><b>Priority</b> 0 mandatory, 1 important, 2 nice to have,</p> <p><b>Benefit to:</b> Industry Experts Vendors Professional Associations Board of Directors Board of Directors Industry Experts Professional Associations Vendors</p>

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	
<b>Notes:</b>	

## ROI & Benefits by feature

Each functional area is made up of a number of common and related features, each has been rated by importance and has an associated ROI estimate. Below is provided the feature list grouped into their functional areas.

### Contact Database

Contact Database can include both member and non-member details	
<b>Notes:</b>  qweq	<b>Priority</b>  Nice to have  <b>ROI</b>  \$1404/YR  <b>Benefit to:</b>

The data that needs to be stored for each contact can be configured	
<b>Notes:</b>	<b>Priority</b>  Mandatory  <b>ROI</b>

	\$4480/YR <b>Benefit to:</b>
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The Contact Database provides multiple levels of hierarchy e.g. Organisation, Division, Contact	
<b>Notes:</b>	<b>Priority</b> Mandatory <b>ROI</b> \$0/YR <b>Benefit to:</b> jhglgndgf

### Membership Application

Individuals can apply for membership	
<b>Notes:</b>	<b>Priority</b> Mandatory <b>ROI</b> \$20075000/YR <b>Benefit to:</b>

Automated communications to applicant through application workflow are supported -e.g. application acknowledge, application approval
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<b>Notes:</b>	<b>Priority</b> Mandatory <b>ROI</b> \$5580/YR <b>Benefit to:</b>
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### Membership renewal

Renewals are open for a defined period of time	
<b>Notes:</b>	<b>Priority</b> Mandatory <b>ROI</b> \$1395/YR <b>Benefit to:</b>

### Events Registration

Events can be quickly and easily published onto the website	
<b>Notes:</b> bbvcbvcbvcbvcbvcbvc	<b>Priority</b> Nice to have <b>ROI</b> \$5616/YR <b>Benefit to:</b>

## Website Content Management

All site content can be managed by non-technical administrators

**Notes:****Priority**

Important

**ROI**

\$200880/YR

**Benefit to:**

Menu structures and Information Architectures (site maps) can managed

**Notes:****Priority**

Important

**ROI**

\$1395/YR

**Benefit to:**

Administrators can be limited in the sections of site content that can manage

**Notes:****Priority**

Important

**ROI**

\$0/YR

**Benefit to:**

	Vendors Industry Experts
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Generated site content is search engine friendly	
<b>Notes:</b>	<b>Priority</b> Mandatory <b>ROI</b> \$0/YR <b>Benefit to:</b> Professional Associations Industry Experts Vendors

### Resource Library

Resources within the resource library can be publicly available or restricted to members	
<b>Notes:</b>	<b>Priority</b> Important <b>ROI</b> \$0/YR <b>Benefit to:</b> Industry Experts Vendors Professional Associations Board of Directors

Metadata to be assigned to resources can be configured

**Notes:**

**Priority**

Important

**ROI**

\$4984/YR

**Benefit to:**

Industry Experts

Vendors

Professional Associations

Board of Directors

The resource library can be browsed by category or search/filtered by metadata

**Notes:**

**Priority**

Important

**ROI**

\$0/YR

**Benefit to:**

Board of Directors

Industry Experts

Professional Associations

Vendors