Expression of interest (EoI)

Briefing document

For

Skop es

Art

Lane number 6 # 321 industrial Area -Mohali

Mohali, Punjab, ujy

02 October 2014

Neeraj Attri

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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 Art

To attain top position

Key project Objectives

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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 **4** functional areas.

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

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 handeled by the system

Member Services/benefits

Providing the ability for members to self serve, can represent significant savings to your organisation as well as an improved service. It can also encourage quicker renewals and processing and an increased number of renewals and new members.

 Being able to cost effectively provide members with additional online services and membership benefits and being able to provide different levels of services to different membership levels can increase the attractiveness of your offerings, enable you to upsell your memberships and encourage members to continue to maintain their membership.

 Key features include:

 - Members can update there own details at any time
 - Different levels of memberships can have access to different information/services
 - Non-members (contacts or lapsed members) can also update details

Event Administration

The 'back-office' activities required when running an event can be extensive and time consuming. Many however can be automated to some extent, which represents a significant

saving of time and money.

 Key features include:

 - Seating allocation can be done automatically but with manual override as required
 - Name tags can be automatically generated for event
 - Follow up emails can be sent to both attendees and non-attendees after event

Continuing Professional Development

Many Associations focus on assisting in improve industry standards by providing, monitoring and rewarding members for undertaking ongoing professional development activities.

 The steps and actions required to be taken by members in this process vary between industries, but many are based on points systems that require tracking. 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:

 - CPD goals and points can be set-up flexibility in the system
 - Members can be prevented from renewing their membership if CPD goal(s) have not been met
 - Members can track and manage their own CPD record e.g. to add external activities that qualify for CPD recognition

3. Milestones and timelines

The project duration is expected to be **23** days.

- The intended start date is: **01 September 2014**

- The target completion date is: **24 September 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 September 2014
2	df	10 September 2014
3	fd	09 September 2014
4	de	02 September 2014
5	sdd	23 September 2014
6	dfdf	17 September 2014
7	fdfd	17 September 2014
8	fdfsf	17 September 2014
9	fd	17 September 2014
10	fdf	17 September 2014
11	df	17 September 2014
12	Project Completion	24 September 2014