

Project Introduction & Rationale

Skopes



Art

Lane number 6 # 321 industrial Area -Mohali

Mohali, Punjab, udy

02 October 2014

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1. About this document

This document provides an introduction to, and summary of, the **Skop es** project that we believe will provide significant operational, service and financial benefits to **Art** 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 **Skop es** project that we believe will provide significant operational, service and financial benefits to **Art** and its stakeholders.

Assuming that the project progresses we anticipate that it will be completed by **24 September 2014**, at an expect cost of **9**.

[Contribution to Art mission](#)

sdsd

[Contribution to Art goals](#)

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[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 **4** 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:

Stakeholder group
p

[2. Project Scope](#)

We have identified **4** 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:

- 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:

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

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. Price, Process, Timelines & Milestones

We intend to "go-to market" to finalise pricing, however we are provisionally recommending a project budget of **9**.

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 **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

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 **a**.

Team member
a
a
afgrh
tr

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 a on b@yahoo.com with questions and your feedback.