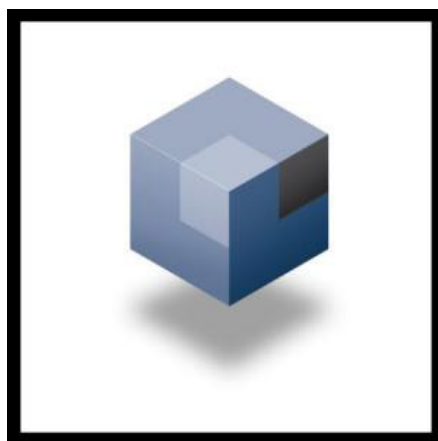


Project Introduction & Rationale

Project L3



LCubed

Level 1, 228 Swan Street

Richmond, VIC, 12

12 December 2014

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1. About this document

This document provides an introduction to, and summary of, the **Project L3** project that we believe will provide significant operational, service and financial benefits to **LCubed** 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 **Project L3** project that we believe will provide significant operational, service and financial benefits to **LCubed** and its stakeholders.

Assuming that the project progresses we anticipate that it will be completed by **31 August 2014**, at an expect cost of **Dont Know**.

[Contribution to LCubed 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.

[Contribution to LCubed 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.

[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 **6** 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 |
|-----------------------------------|
| jhglgndgf |

2. Project Scope

We have identified **6** 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:

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

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. Price, Process, Timelines & Milestones

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

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 **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 |

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 **Changed**.

| |
|-----------------|
| Team member |
| Changed |
| Bryant Austin |
| Jaycob Harrison |
| Hilary Kortney |
| rfrfe |

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 Changed on test@test.com which questions and your feedback.

6. Risk Management

| Identified risk | Risk type | Likelihood of occurrence |
|------------------|-------------|--------------------------|
| Risk 1 | operational | medium |
| Risk description | | |
| Lorem Ipsum 1 | | |

| Identified risk | Risk type | Likelihood of occurrence |
|------------------|-----------|--------------------------|
| Risk 2 | cost | hight |
| Risk description | | |
| Lorem Ipsum 2 | | |

| Identified risk | Risk type | Likelihood of occurrence |
|------------------|--------------|--------------------------|
| Risk 3 | deliverables | low |
| Risk description | | |
| Lorem Ipsum 3 | | |

Risk 1

| | | |
|-------------------------------------|------------------------|------------------|
| Risk Description | Risk type | |
| Lorem Ipsum 1 | operational | |
| Likelihood of occurrence | Significance of impact | Monitoring cycle |
| medium | critical | 1 |
| Mitigating actions | | |
| Mitigations actions 1 | | |
| Procedure for addressing occurrence | | |
| Preventive actions 1 | | |

Risk 2

| | | |
|-------------------------------------|------------------------|------------------|
| Risk Description | Risk type | |
| Lorem Ipsum 2 | cost | |
| Likelihood of occurrence | Significance of impact | Monitoring cycle |
| hight | critical | 3 |
| Mitigating actions | | |
| Mitigations actions 2 | | |
| Procedure for addressing occurrence | | |
| Preventive actions 1 | | |

Risk 3

| | | |
|-------------------------------------|------------------------|------------------|
| Risk Description | Risk type | |
| Lorem Ipsum 3 | deliverables | |
| Likelihood of occurrence | Significance of impact | Monitoring cycle |
| low | critical | 4 |
| Mitigating actions | | |
| Mitigations actions 3 | | |
| Procedure for addressing occurrence | | |
| Preventive actions 3 | | |