

Expression of interest (Eoi)

Briefing document

For
Skop



Skop
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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 Skop

to attain maximum Goal

Key project Objectives

To attain Goal

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 **1** 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

3. Milestones and timelines

The project duration is expected to be **3808** days.

- The intended start date is: **19 February 2015**
- The target completion date is: **24 July 2025**

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 | 19 February 2015 |
| 2 | Supplier engaged | 26 March 2015 |
| 3 | Project Completion | 24 July 2025 |