Expression of interest (EoI)

Briefing document

For

**Project Name**

LCubed

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08 August 2014

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# Introduction

## About this document

This document has been created to brief you and your organisation on our upcoming project and to ascertain your level of interest in participating in its delivery.

The document is intended as an introductory 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.

A separate EOI Response template has been provided with this briefing document. Please use this to express your interest in our project.

## Our mission

Organisations Mission

## Our mission

Organisational goals

## The projects contribution to our organisations mission

Projects contribution to your organisations mission

## The projects contribution to our organisations current goals

Project contribution to (medium term) organisational goals

# Project Scope

Currently we have identified a number of high level functional areas that we require the project to deliver upon.

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

|  |  |
| --- | --- |
| **Functional Area** | **Description** |
| 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 |
| 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 |
| Online Store | Online stores, or mechanisms to purchase products and resources can drive considerable revenue for Associations. They are also becoming quicker and easier to build into online platforms. In combination with a willingness to purchase online, this means that the ability to generate revenue from selling merchandise and products via your website is becoming increasingly attainable and popular.    Online stores can range dramatically in complexity and sophistication, so truly specifying and costing this area of functionality can be difficult.    Key features include:   - Any number of categories/subcategories of products can be defined  - Online payment can be taken flexibly via payment systems  - Different shipping methods and pricing can be configured |

# Milestones and timelines

The project duration is expected to be **30** days.

* The intended start date is: **01 August 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 # | Milestone name | Date |
| 1 | Project Commencement | 01 August 2014 |
| 2 | Supplier engaged | 03 August 2014 |
| 3 | Scoping and planning complete | 04 August 2014 |
| 4 | Interface design complete | 06 August 2014 |
| 5 | Development complete | 10 August 2014 |
| 6 | User testing complete | 18 August 2014 |
| 7 | Training complete and system live | 27 August 2014 |
| 8 | Test | 20 August 2014 |
| 9 | Project Completion | 31 August 2014 |