Expression of interest (EoI)

Briefing document

For

**Project L3**

LCubed

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# 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 LCubed

Organisations Mission Lorem ipsum dolor sit amet, no urbanitas persecuti vis. Ex sea habeo munere, et scripta vivendo per. Primis tacimates partiendo et qui, has decore qualisque persequeris ei. Eam agam tota ex, qui ex scripta salutandi, erat tation facilisi eum cu.

## Key project Objectives

Organisational goals Lorem ipsum dolor sit amet, no urbanitas persecuti vis. Ex sea habeo munere, et scripta vivendo per. Primis tacimates partiendo et qui, has decore qualisque persequeris ei. Eam agam tota ex, qui ex scripta salutandi, erat tation facilisi eum cu.

# Project Scope

Currently we have identified a number of high level functional areas that we require the project to deliver upon. There are total **7** 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
* Membership management  
    
  Members are the lifeblood of the organisation, delivering services to them and enhancing their lives is a key priority. Membership Management is therefore an essential function for Associations and many other other non-profits groups. The level of functionality required to support the management of your membership data and membership interactions will vary with the complexity of your membership structures and the overall level of automation and interaction you require. Closely tracking and growing membership numbers is often a primary goal and key revenue generator, so storing and (quickly and flexibly) accessing information on them is essential. Key Membership Management features include: - Membership cycles can be defined (calendar year, pro-rater etc) - Membership levels and pricing can be configured - Membership reporting tools
* 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
* Marketing Communications  
    
  Moving your communications from the traditional posting of letters also represents significant savings and flexibility. Many organisations are in-fact being pushed by there members and constituents to stop sending letters, in preference to email. Whilst for many the transition from letters to email can take some time, even moving 50% of your communications will save money and benefit the environment. 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: - Newsletters (as well as notifications to individuals) can be sent from the system - Subsets of database can be chosen based on a range of profile information and/or custom segments - Statistics are available to allow analysis of success of communication
* 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
* 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 **87** days.

* The intended start date is: **01 July 2014**
* The target completion date is: **26 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:

|  |  |  |
| --- | --- | --- |
| S Num | Milestone name | Date |
| 1 | Project Commencement | 01 July 2014 |
| 2 | Supplier engaged | 07 August 2014 |
| 3 | Scoping and planning complete | 11 August 2014 |
| 4 | Interface design complete | 13 August 2014 |
| 5 | Development complete | 16 August 2014 |
| 6 | Changed from User testing complete | 17 August 2014 |
| 7 | Training complete and system live | 30 August 2014 |
| 8 | Additional Milestone | 01 September 2014 |
| 9 | Project Completion | 26 September 2014 |