Expression of interest (EoI)

Briefing document

For

**Project L3**

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LCubed

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18 September 2014

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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, an per zril oblique. Has et nostrum consetetur, eam vidit moderatius cotidieque ut, ne eum ignota latine labores. Te duo impetus scripta dissentiunt, est ut veri habeo epicurei. Semper ponderum scripserit in vel, in quo rebum fierent. Suas vocent mei cu, falli eloquentiam sed ea, sit possit platonem ei. Nostro mentitum eu nec. Te pro erat platonem oportere.

## Key project Objectives

Organisational goals Lorem ipsum dolor sit amet, an per zril oblique. Has et nostrum consetetur, eam vidit moderatius cotidieque ut, ne eum ignota latine labores. Te duo impetus scripta dissentiunt, est ut veri habeo epicurei. Semper ponderum scripserit in vel, in quo rebum fierent. Suas vocent mei cu, falli eloquentiam sed ea, sit possit platonem ei. Nostro mentitum eu nec. Te pro erat platonem oportere.

# Project Scope

Currently we have identified a number of high level functional areas that we require the project to deliver upon. There are total **2** 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 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

# Milestones and timelines

The project duration is expected to be **29** days.

* The intended start date is: **01 September 2014**
* The target completion date is: **30 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 | Supplier engaged | 12 September 2014 |
| 3 | Scoping and planning complete | 14 September 2014 |
| 4 | Interface design complete | 10 September 2014 |
| 5 | Development complete | 17 September 2014 |
| 6 | Changed from User testing complete | 19 September 2014 |
| 7 | Training complete and system live | 21 September 2014 |
| 8 | Additional Milestone 7 | 23 September 2014 |
| 9 | Project Completion | 30 September 2014 |