Expression of interest (EoI)

Briefing document

For

**swd**



Skop

Lane number 6

Mohali, Punjab, 166061

26 March 2015

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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.

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# 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.

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

# Milestones and timelines

The project duration is expected to be **3645** days.

* The intended start date is: **27 March 2015**
* The target completion date is: **19 March 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 | 27 March 2015 |
| 2 | Supplier engaged | 06 March 2018 |
| 3 | Project Completion | 19 March 2025 |