Expression of interest (EoI)

Briefing document

For

**test project**



test

test address

dfsfdsds, bcvbcv, 56657

30 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.

## About test

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## Key project Objectives

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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 **2** functional areas.

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

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  
  
  
Continuing Professional Development  
  
Many Associations focus on assisting in improve industry standards by providing, monitoring and rewarding members for undertaking ongoing professional development activities.   
  
 The steps and actions required to be taken by members in this process vary between industries, but many are based on points systems that require tracking. 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:  
  
 - CPD goals and points can be set-up flexibility in the system  
 - Members can be prevented from renewing their membership if CPD goal(s) have not been met  
 - Members can track and manage their own CPD record e.g. to add external activities that qualify for CPD recognition

# Milestones and timelines

The project duration is expected to be **65** days.

* The intended start date is: **27 March 2015**
* The target completion date is: **31 May 2015**

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 | 31 March 2015 |
| 3 | Development complete | 15 April 2015 |
| 4 | User testing complete | 30 April 2015 |
| 5 | Training complete and system live | 20 May 2015 |
| 6 | Project demo | 09 May 2015 |
| 7 | Project Completion | 31 May 2015 |