Expression of interest (EoI)

Briefing document

For

**test project**

Prism It

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Mohali, Punjab, 1600072

17 July 2014

Shallin'i Mehan's

**Table of Contents**

[1. Introduction 3](#_Toc384202560)

[About this document 3](#_Toc384202561)

[About Prism It 3](#_Toc384202562)

[Key project Objectives 3](#_Toc384202563)

[2. Project Scope 4](#_Toc384202564)

[3. Milestones and timelines 5](#_Toc384202565)

# 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

testing

## Our mission

test

## The projects contribution to our organisations mission

test this

## The projects contribution to our organisations current goals

org 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 |
| Member Services/benefits | Providing the ability for members to self serve, can represent significant savings to your organisation as well as an improved service. It can also encourage quicker renewals and processing and an increased number of renewals and new members.    Being able to cost effectively provide members with additional online services and membership benefits and being able to provide different levels of services to different membership levels can increase the attractiveness of your offerings, enable you to upsell your memberships and encourage members to continue to maintain their membership.    Key features include:   - Members can update there own details at any time  - Different levels of memberships can have access to different information/services  - Non-members (contacts or lapsed members) can also update details |

# Milestones and timelines

The project duration is expected to be **21** days.

* The intended start date is: **09 June 2014**
* The target completion date is: : **30 June 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 | 09 June 2014 |
| 2 | test | 17 June 2014 |
| 3 | Project Completion | 30 June 2014 |