Expression of interest (EoI)

Briefing document

For

**Vivek+Project**

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05 August 2014

Vivek%25252525252525C2%25252525252525A0Mahajan

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# 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

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## Our mission

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## The projects contribution to our organisations mission

fdsfdsds

## The projects contribution to our organisations current goals

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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.

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 |
| 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 |
| Membership renewal | Allowing members to renew through your website in a simple and intuitive way will also create significant cost savings.   It also represents improved service and convenience to many who are happy using the internet to make payments. It allows members to renew any hour of the day or night from anywhere. This convenience can be the difference between the renewal and a lapsed member.    Key features include:  - Automated notifications of membership expiry  - Members can modify their membership types, interests and settings  - Online payments processed for renewals |

# Milestones and timelines

The project duration is expected to be **15** days.

* The intended start date is: **04 August 2014**
* The target completion date is: : **19 August 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 | 04 August 2014 |
| 2 | Supplier engaged | 05 August 2014 |
| 3 | Scoping and planning complete | 06 August 2014 |
| 4 | Interface design complete | 07 August 2014 |
| 5 | Development complete | 08 August 2014 |
| 6 | User testing complete | 09 August 2014 |
| 7 | Training complete and system live | 12 August 2014 |
| 8 | Project Completion | 19 August 2014 |