Project Introduction & Rationale

**Project L3**

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LCubed

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18 September 2014

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# About this document

This document provides an introduction to, and summary of, the **Project L3** project that we believe will provide significant operational, service and financial benefits to **LCubed** and its stakeholders.

It is provided to:

1. Inform stakeholders about our proposed project, resulting systems and key benefits; and
2. To assess and attain the, financial commitment, enthusiasm and endorsement to progress it further.

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This document provides an introduction to, and summary of, the **Project L3** project that we believe will provide significant operational, service and financial benefits to **LCubed** and its stakeholders.

Assuming that the project progresses we anticipate that it will be completed by **30 September 2014**, at an expect cost of **25,000.00**.

## Contribution to LCubed mission

Projects contribution to your 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.

## Contribution to LCubed goals

Project contribution to (medium term) 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.

## Operational savings / Return on Investment

This project is intended to generate ongoing savings/returns against the initial financial investment. Should the project proceed to the next planning phase the returns will be quantified through completion of comprehensive functional requirements.

At this stage are expecting to create efficiencies and reduce errors in the **2** areas listed below in the project scope section of this document.

## Non-financial benefits

In addition to the financial savings we are also expecting to achieve improvements in our operations and service through automation, systemisation and enabling 'self-service' for the following groups:

|  |
| --- |
| Stakeholder group |
| Board of Directors |
| Professional Associations |
| Industry Experts |
| Vendors |

# Project Scope

We have identified **2** functional areas that the implemented system will facilitate, these are listed below.

The project scope will be further defined by specifying a list of key features within each of these functional areas.

The Project Detail Document (a key deliverable of the next project phase), will contain:

* Estimates return on investment (ROI), saving per year based on the current operations costs, and
* Expected non-financial stakeholder / constituencies benefits of these functional areas.

At this stage new additional revenues are not estimated or included in this documentation.

## Functional areas to be implemented

The identified functional areas to be implemented are:

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

# Price, Process, Timelines & Milestones

We intend to "go-to market" to finalise pricing, however we are provisionally recommending a project budget of **25,000.00**.

In addition to the financial costs, the project will also require the time, input and enthusiasm of the following team members listed in the Roles and Responsibilities section below.

## Timeline & milestones

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 |

# Internal team roles

Successful execution of the project will require the input and participation of a number of team members, these are listed below along with their anticipated roles and responsibilities.

The next stage of the project will include more detail on this including estimated effort and individual responsibilities.

## Project team

The project team leader is **Patrick Jenkins.**

|  |
| --- |
| Team member |
| Patrick Jenkins |
| Betty Price |
| Melissa Lopez |
| Irene Cook |
| Douglas Perry |
| Donald Patterson |

# Conclusion and Next steps

To achieve the benefits we propose to deliver the project following the milestones outlined.

The next step is to specify the project process and system functionality in greater detail. This will be captured in a 'Project details' document which will be the primary reference for all stakeholders.

Please contact Patrick Jenkins on test1@test.com which questions and your feedback.