Project Introduction & Rationale

**ikyh**



hjuhg

hhuh

uh, hu, huh

27 March 2015

Neeraj Attri

# About this document

This document provides an introduction to, and summary of, the **ikyh** project that we believe will provide significant operational, service and financial benefits to **hjuhg** 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.

# TABLE OF CONTENTS

Executive summary

Key Objectives

Operational savings / Return on Investment

Non-financial benefits

Project Scope

Functional areas to be implemented

Costs and timelines

Timeline & milestones

Roles and responsibilities

Conclusion and Next steps Project objectives and benefits

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

Assuming that the project progresses we anticipate that it will be completed by **27 March 2030**, at an expect cost of **yi**.

## Contribution to hjuhg mission

iyiy

## Contribution to hjuhg goals

ghjgghjh

## 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 |
| vcxxcvxcvcvc |

# 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:

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  
  
  
Events Registration  
  
The management of events is a common activity and therefore requirement for Associations and non-profit systems. Its automation often represents dramatic savings because of the high level of manual processing required for each ticket and attendee for every event.   
  
 A list of functional line items relating to Event Registration are provided below for you to include or exclude and to provide a ranking of importance for your project.  
  
 Key features include:  
  
 - Events can be quickly and easily published onto the website  
 - Members receive different event pricing to non-members  
 - Registrants can purchase tickets to all events in a suite of events or purchase in groups

# Price, Process, Timelines & Milestones

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

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 **5479** days.

* The intended start date is: **27 March 2015**
* The target completion date is: **27 March 2030**

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 | Project Completion | 27 March 2030 |

# 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 **uhj.**

|  |
| --- |
| Team member |
| uhj |
| uyu |

# 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 uhj on d@yahoo.com which questions and your feedback.

# Risk Management

|  |  |  |
| --- | --- | --- |
| Identified risk | Risk type | Likelihood of occurrence |
| uiu | legal | low |
| Risk description | | |
| hfggfhfgfg | | |