

Amway Vietnam

Meeting Subsidy Software

Bảng Miêu Tả Yêu Cầu

v1.0

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# Revision History

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| --- | --- | --- | --- | --- |
| **Revision** | **Section** | **Description** | **Editor** | **Date** |
| 1.0 |  | Bảng miêu tả yêu cầu | Nguyễn Hoài Nam | 12/29/2010 |
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# Project Overview

## Executive Background

## Project Charter

Mục đích của dự án này là xây dựng một phần mềm quản lý hội họp của Nhà Phân Phối của Amway. Phần mềm này sẽ tự động hóa các thủ tục quản lý bao gồm:

* Quản lý quota đặt phòng cho từng Nhà Phân Phối (NPP), ứng với những level khác nhau.
* Quản lý bù trừ, vay mượn quota cho NPP theo những khung thời gian khác nhau.
* Quản lý cơ sở dữ liệu đặt phòng của NPP, bao gồm việc chuyển đổi CSDL cũ.
* Cho phép nhiều người quản trị có những phân quyền khác nhau cùng lúc truy cập vào hệ thống
* Cho phép hiển thị báo cáo thuê phòng của NPP theo nhiều tiêu chí khác nhau.

## Responsibilities

### Vendor

1. Create courseware that conforms to the technical development guidelines.
2. Develops initial data loads to the Subsidy Softwarefor course history and migrations from existing systems.
3. Organizing Subsidy Software trainingfor affiliate staff on the application.
4. Provides administration support of the Subsidy Software within their market.
5. Provides necessary business and IT resources required to meet an approved project schedule.
6. Ensures that the proper organizational structure and business processes are in place.
7. Provides help desk support for the application after the initial production launch

### Amway Team

1. Provides business requirements used to configure the Subsidy Software.
2. Provides overall project management of the implementation.
3. Partners with the vendor to track project spend and communicates information to key team members.
4. ApproveSubsidy Software technical standards and guidelines.
5. ApproveSubsidy Software Reports design

# III. Project Requirements

## Business Requirements

**Business Requirements and Rules for Subsidy Software**

**Thông tin Nhà Phân Phối:**

Nhà Phân Phối (NPP) là người bán hàng trực tiếp các sản phẩm của Amway. Mỗi NPP có một hệ thống các NPP ở tuyến dưới trong mạng lưới và có nhu cầu hội họp và sự hội họp này được Cty Amway hỗ trợ. Chính sách hỗ trợ cho NPP được quy định khác nhau tùy theo:

* Level của NPP. Các level là: Platinum, Founder Platinum, Emerald, Diamond, vânvân. Chỉ có NPP có level từ Platinum trở lên mới được quyền hỗ trợ.
* Khi NPP lên level, sẽ được them các quyền lợi hỗ trợ caohơn.
* Khi NPP xuống level, sẽ bị mất đi quyền hỗ trợ đang có, đồng thời mất đi quyền hỗ trợ của level trước đây.
* Số lượng NPP cần thuê phòng hiện tại khoảng 700, trong vòng 5 năm tới sẽ tăng với tốc độ 500 người/năm.
* Trường thông tin của NPP cần lưu trữ bao gồm (file đínhkèm):
  + Mã ADA (từ hệ thống AS400)
  + Tên (từ hệ thống AS400)
  + Danh hiệu (từ hệ thống công nhận danhhiệu (RMS))
  + Tỉnh quê quán (từ hệ thống AS 400)
  + Tỉnh hoạt động (thayđổi theo thời gian)
  + Số lượng người cho phép hỗ trợ hội họp (từ Policy)
  + Quota (từ Policy)
  + Số ngày đã hội họp
  + Tháng hội họp
  + Chi phí thuê
  + Số tiền đã trả trong tháng
  + Số tiền đã được hỗ trợ trong tháng
  + Loại hóa đơn
  + Loại hợp đồng
  + Trạng thái được hỗ trợ (3 trạng thái: approve, pending, reject)
  + Ghi chú thêm

**Policy hiện tại như sau:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting** | **100 pax** | **500 pax** | **1,000 pax** | **2,000 pax** |
| Venue | 23 Province/Cities:CầnThơ, HòaBình, TháiNguyên, QuảngNinh, PhúThọ, VũngTàu, An Giang, Huế, Cà Mau, HảiDương, Nha Trang, Nam Định, Bắc Giang, BắcNinh, Thanh Hóa, LâmĐồng, BìnhDương, BạcLiêu, Quảng Nam, QuảngNgãi, NinhBình, LạngSơn&TâyNinh | 7 Cities: HCM, Hà Nội, CầnThơ, HảiPhòng, ĐàNẵng, Nghệ An, ĐồngNai. | 5 Cities: HCM, Hà Nội, CầnThơ, HảiPhòng, ĐàNẵng, | HCM, Hà Nội, |
| Condition | Platinum which reside above provinces/cities. | (New/Re-Q) Emerald or  3 Platinum combined | (New/Re-Q) Diamond or  2 Emerald combined | (New/Re-Q) Diamond above |
| Total session/ 6 months | 24 sessions | Emerald: 03 sessions Platinum: 02 sessions | Diamond above: 03 sessions Emerald: 02 sessions | 01 session |
| Subsidy/session | 80%  max 1.700.000 VND | 80%  max. 11.000.000 VND | 80%  max. 22.000.000 VND | max. 70.000.000 VND/session (Venue: max. 60.000.000VND , miscellaneous: max. 10.000.000 VND) |

* Policy này thông thường thay đổi sau mỗi 6 tháng, tuy nhiên có thể thay đổi khi có yêu cầu từ Ban Giám Đốc.
* 60 ngày kể từ lúc hoạt động, NPP phải hoàn tất thanh toán. Nếu không thanh toán sẽ không được cấp quota thuê tiếp.
* Policy này cho phép ngoại lệ đối với những NPP có level Diamond.

**Quá trình đặt phòng:**

* NPP đặt phòng theo policy trên.
* Quá trình đặt phòng được được review sau mỗi sáu tháng, từ tháng 9 – tháng 2 và tháng 3 – tháng 8 mỗinăm.
* NPP có thể vay mượn quota cho 6 tháng tiếp theo.
* Khi NPP lên level, quota sẽ đượctự động nâng cấp.
* Khi NPP xuống level sẽ không được nhận quota cho level cũ.
* Khi NPP mua bán danh hiệu cho nhau, thông tin NPP cũ đã bán danh hiệu sẽ được chép đè bởi thông tin của NPP mới mua.

Các tác vụ của phần mềm

* Chuyển đổi CSDL đang có (file excel) vào CSLD mới (Access).
* Cho phép nhiều người quản trị có những phân quyền khác nhau cùng lúc truy cập vào hệ thống:
  + 5 người nhập dữ liệu có toàn quyền
  + 3 người giám sát chỉ có quyền xem và xuất report, không có quyền sửa
* Cho phép nhiều người nhập dữ liệu cùng lúc:
  + Cập nhật thông tin từ AS400.
  + Nhập thông tin đầu vào khi có nhu cầu hội họp.
  + Tính toán chi phí hỗ trợ.
  + Kiểm tra và approve việc hỗ trợ thuê phòng.
  + Thay đổi approve khi có ngoại lệ.
* Hiển thị warning khi có vi phạm policy, sau đó người giám sát sẽ đồng ý có cho phép ngoại lệ hay không.
* Hiển thị báo cáo thuê phòng của NPP theo tháng, 6 tháng,theo tỉnh thành.
* Hiển thị chi phí, bao gồm chi phí của NPP và chi phí của Amway đã hỗ trợ.

## Assumptions

## Constraints

*Phầnmềmphảiđượchoàntấtvàogiữađầutháng 2/2012*

## Risks

## Stakeholders and Project Team

## Project Sponsors

* Tony Huỳnh Thiêu Triều
* Maria Lew

## Project Committee

* Project Sponsors
* Vũ Phương Lâm
* Nguyễn Hoài Nam
* Lê Thị Kim My
* Nguyễn Vũ Ngọc Thi
* Trần Văn Bình

## Vendor

* Phùng Kế Phương Đại – daikpk@fpt.com.vn

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# IV. Approvals

We hereby accept the scope statement for ”Subsidy Software Affiliate Implementation” as it is stated in this document. Once accepted, any changes to this document will be made via a change request form.

To accept, sign below and fax to 616-787-7338 or email your approval with a copy of this document to: Randy Fingleton ([randall.fingleton@amway.com](mailto:randall.fingleton@amway.com))

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Affiliate Sponsor (Client) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amway Global Learning Management Systems Date

# Scope Change Control

All attempts will be made for the project to follow the approved scope document. However, in the event that business requirements for the project change necessitating a change in scope, the following entries will be used to manage the change. Escalation and approval by the sponsor will be needed if scope changes impact the project deadline, are greater than 40 hours, or exceed $2000 in external expenses.

The **Scope Change Request Log** (below) is a summary of all **Scope Changes**. It will be used to track changes and to ensure that scope change resolution is proceeding. The log will contain enough basic information to ensure scope changes are not overlooked, but will not be so detailed that scanning is difficult. Each change is represented as one line of the log, corresponding to a detailed **Scope Change Request Form,** used to capture, screen, prioritize, and evaluate changes to the scope or requirements of the project. Each form will be used to describe one specific change.

**Scope Change Request Log**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Chg #** | **Description** | **Priority** | **Date Requested** | **Requestor** | **Date Resolved** | **New Baseline Finish Date** |
| 1 | Sample Change | L/M/H | mm/dd/yyyy | Client | mm/dd/yyyy | mm/dd/yyyy |
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**Project Name**

**Scope Change Request Form**

|  |  |  |
| --- | --- | --- |
| **Scope Change Number:** | **Requestor:** | **Date Requested:** |
| **Priority:** | **Assigned To :** | **Date Resolved:** |
| **Scope Change Description:** | | |
| **Business Benefit:** | | |
| **Implications of Not Making the Change:** | | |
| **Impact Analysis to the Project:** | | |
| **Estimated Time to Complete :** | | |
| **Alternatives:** | | |
| **Final Resolution:** | | |
| **Approval from Sponsor to Investigate: (Optional)** | | |
| **Approval from Sponsor for Final Resolution:** | | |