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| **PROJECT TITLE** | Paper business cards VS Near-field communication cards | | |
| **SUBMITTED BY** | Saif Kamal Salim Haddad | **PROJECT TYPE** | Computing |
| **PHONE / EMAIL** | [Haddadlove2003@gmail.com](mailto:Haddadlove2003@gmail.com)  0797155936 | **TOTAL ESTIMATED BUDGET** | 4 k |
| **DATE OF PROPOSAL** | 3/12/2022 | **VERSION NO.** | 1 |
| **PROJECTED START DATE** | 5/12/2022 | **PROJECTED COMPLETION DATE** | 5/1/2023 |

# Project Proposal

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| **Stakeholders:** | | | |
| **PROJECT SPONSOR** Commissions delivery of and champion’s project; Provides vision and direction; Accepts responsibility | | | |
| The shareholder (Moayed Akroush) is an internal stakeholder and his role as a sponsor is that he is the one who adopts the idea for its implementation and gives me permission on the project and takes care of the cost and also he will get all the row materials which are the cards and the NFC ships by his own money, also he will direct his employees to do the web site. And the impact on my project is: The sponsor affects the scope that will spread in the project because if the amount paid by it to the marketing department is large, marketers will be able to spread the project on a global scale, which will lead to the spread of the digital cards and the demand for it and achieve large profits. And also he can impact In the event of disagreement on a point in the project, he has the right to withdraw his money from the project, or change a point in the project, and vice versa. If he likes the project, he can increase the funding.  Also, there are some stakeholders that will help me to achieve my project goal, such as:  Employees: they are internal stakeholders; they will do the website of the NFC card and make it high quality.  Managers: they are also internal stakeholders; they will direct the employees and tell them about any new updates until we met our goal.  Suppliers: they are external stakeholders; they will provide us with the cards and the NFC chips  Government: they are external stakeholders; they will provide the streets with an awareness bords to let the people see the harms of using papers | | | |
| **PROJECT MANAGER** Confirms need for project and validates objectives; Provides specs, monitoring, and overall delivery | | | |
| There are some roles of a project manager such as doing General Tasks which mean the entire project should be under our  immediate supervision in order to ensure that the result is delivered on time and in the best possible shape. Also, we are  mostly in charge of directing the team's work flow. In summary, we need to make sure that everyone in the team is working  at their highest level. Also, we also keep track of work hours by posing the five whys: who, what, when, where, and how.  Also, we oversee Deliverables as well. utilizing a variety of documentation tools, including status updates, team meetings,  and chat-based updates.  Also, We have certain positive effects on the business, such as our ability to unify everyone while assisting it in maximizing  value and resource efficiency. | | | |
| **ADDITIONAL STAKEHOLDERS** | | | |
| **STAKEHOLDER NAME** | **STAKEHOLDER ROLE** | **STAKEHOLDER IMPACT** | **CONTACT INFO** |
| **Moayad Akroush**  **(internal)** | **Chief executive officer/Shareholder** | **Provides financial services for my project and because he is my sponsor** | **Num:0799499948**  **Email:Makroush@systehzone.com**  [linkedin.com/in/moayad-akroush-b20446b2](https://www.linkedin.com/in/moayad-akroush-b20446b2?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3BKVT%2BanHnSMyuRs%2Be3TqPpw%3D%3D) |
| **Sharaf Hijazen**  **(internal)** | **Manager** | **He will follow up the work of the employees and provides them with any changes in the plan and also he will Assess risks when we are working on our NFC card project to help them meet our goal** | **Email: Alhijazensharaf@SystechZone.com** |
| **Mahmoud Amin**  **(internal)** | **He is a Senior Web Development(employee)** | **He will create the website that will be used to fill the information that the customer wants to save the information on it plus he will create an attractive ads** | [linkedin.com/in/mahmoud-amin99](https://www.linkedin.com/in/mahmoud-amin99?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3B8YcTTLugSlmubtH%2BF5XP4Q%3D%3D) |
| **Thamer Kehail**  **(external)** | **Supplier** | **He will provide me with the cards and the NFC ships** | [linkedin.com/in/thamer-kehail-56b9881aa](https://www.linkedin.com/in/thamer-kehail-56b9881aa?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3BnbSFtbTUSSSUdqpOZ4rAhA%3D%3D) |
| **Jamal Al-Lsawi**  **(enternal)** | **Sales and Marketing (employee)** | **Convincing companies and customers to buy the digital business cards (NFC cards), which will leads to increase the SystechZone profit** | **Email: Lsawi-jamal22@gmail.com** |
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| **PROJECT OVERVIEW** | | | |
| **SUMMARY** | | | |
| Nowadays a lot of people use paper business cards, and it has a big impact on the environment so, my idea is to use digital business cards instead of using the paper business cards, so I want to use a card that supports NFC chip. This card will enable you to save the same information that it was on the paper card but virtually on cloud, not just this also you can put a meeting reminder for the owners of the information that you got in case you want to meet them in a specific time.  Also, if the holder of this digital card doesn’t want it anymore, he can return it to SystechZone company and the company will delete all the data and reuse It to other customers, and if were any technical issue in the card we don’t have to through all parts of this card we can just refurbish it by replace just the NFC chip with a new one on the same card  So applying this idea increase using paper cards so we will save trees, and cutting trees need energy because the machines need gasoline to work, that means we will save energy sources and burning gasoline produces gases so it will pollute the environment, and on the other hand recycling papers is so difficult because you need to separate the ink the is on the paper, but NFC card you can resus  The procedure I will follow to make the transition smooth is:  First, we will hold a meeting within the company with all employees concerned with the project to clarify all aspects of the project, and after that, we will start implementation by creating a special application linked to the cloud, and at the same time the suppliers will recommend cards. During this period before production begins, we will hold general conferences to present the idea And we will put boards warning against the use of paper cards and put explanatory boards about the advantages of the new product so that people are aware of the idea, and after the product is ready, we will try it on the company’s scale only for a certain period of time to make sure that there are no problems in the product and after that We will launch the product. The role of the marketing team will start by making tours to companies to show a sample of the product and explain the advantages and features that are advanced | | | |
| **BUSINESS JUSTIFICATION** | | | |
| The business sector still depends on the use of paper digital cards when they share their public information. After i give some questions to SystechZone company through a survey i found that 80% of the stakeholders use paper business cards to share their information, also i found that 40% of the stakeholders in SystechZone use over one thousand paper business card and 40% of the stakeholders in the same company use from 200\_500 paper business cards. 80% of SystechZone stakeholders said they had thought of an alternative idea and were going for something digital, so that's one of the reasons I'm choosing this solution because I would find appeal to the idea.  On the other hand, based on my secondary data, I found that 10 billion paper business cards are printed annually also, I found that 35% of commercial garbage is paper, so after I saw this data, I think my idea will solve and mitigate these numbers that I studied | | | |
| **PROJECT OBJECTIVES** | | | |
| The main point of this project is to save the environment and increase the impact of the digital transformation on the environment and to save trees, water, increase wastes, and increase the carbon emissions all this will be solved by my idea which is to use digital business cards (NFC) instead if using the paper business cards | | | |
| **DELIVERABLES** | | | |
| The result of my project is to make SystechZone use digital business cards, which are the NFC cards, this changed will lead to less paper usage also, it will decrease the carbon emission in the environment. Also, it will lead to a better quality of cards and less cost because you pay for it just for one time. The changeover strategy that I will use, is parallel change over which means we will use the old system, which is paper business cards and the new system, which is the digital business cards (NFC cards), this decision was taken because we want to test this new project to see if we have any weaknesses in the new digital business cards  I will engage the stakeholders in this change by: clearly communicate, which mean I will meet them face to face. Also, by delegate, which mean I will ask them about their opinions and ask them if they need to change anything in the project. Also, by celebrating, which mean I will make a party in SystechZone and give every stakeholder a thanking letters.  and as I mentioned before we will hold a meeting within the company with all stakeholders to concerned with the project to clarify all aspects of the project and set our targets before we start the project. During the time that we are waiting on the supplier to get the cards and the NFC ships, the web creator team will start working on the website and on the other hand there will be a training course to the sales and marketing team to let them know how to deal with this digital card and how it works, this course is so important, because the sales team who will meet all other organizations, and they must know everything about this card, so other organizations can surely know the importance and the features of this card. After we finish everything, I will support the company with any technical issues and I will improve them with a maintenance every 6 moths. | | | |

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| **EXECUTIVE DECISION RECORD** | | |
| **DATE** | **APPROVED BY** | **DECISION** |
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