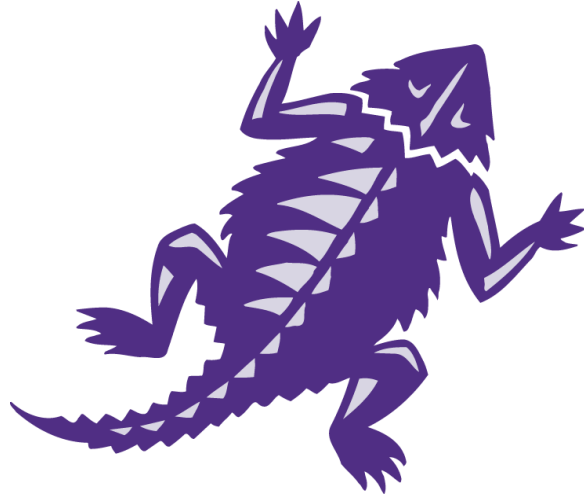


# Lynchburg Meeting Management SaaS



CIS Horned Frogs

2/15/22

Executive Summary

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## Project Objectives

CIS Horned Frogs is a company recently created in Harrisonburg Virginia. As a result, the company is not well known and so the opportunity to work with one of the larger and more recognizable cities in the state would allow the company to gain reputation. In this proposal, the company is seeking to put a good foot forward in the pursuit to work with a city government entity. This contract will help to open the door for more potential government contracts in the future if this proposal is successful. Ensuring that this proposal is the best quality work that can be produced is our top objective and hopefully it will cover all areas of need for the city of Lynchburg for the SaaS that is required.

## Proposed Solution

## Business Case with Financial Analysis

### Business Case for Project Name

Date

Prepared by: Stephen Roberds, Zach Ritter

#### 1.0 Introduction/ Background

The City seeks to be a data-driven organization that provides effective and efficient programs and services which are responsive, accountable, inclusive, and customer focused. The City is equally committed to transparency; therefore, sharing information with internal and external stakeholders is essential.

#### 2.0 Business Objective

The City of Lynchburg, Virginia Procurement Division requests a new SaaS system to support agenda packet creation from initial drafting through final Council action, implement digital voting process, and to facilitate public access of current and historical documents. The City intends to purchase an existing system that is commercially available without major customizations, is in use by other jurisdictions of a similar size and complexity and has been proven to operate effectively over time. The City prefers to purchase from offerors who have demonstrated long-term viability as a company and long-term commitment to customers through regular product enhancements and ongoing support.

#### 3.0 Current Situation and Problem/Opportunity Statement

The City has a semi-automated process for agenda packet creation. The existing process relies on input from multiple departments and goes through series of approval processes involving the offices of City Manager, City Attorney, and Clerk of Council. The Council agenda and packet is provided to Council through Dropbox in PDF format, to staff through a digital application on City-issued iPads, and to the public via publishing on the City's website. Following council meetings, meeting minutes are published in PDF format and posted on the website together with video of the proceedings. Essentially, the system is very segmented which creates issues with consistency and timeliness.

#### 4.0 Critical Assumption and Constraints

The SaaS that should be implemented should be a software that has been tested in other government organizations to ensure effectiveness and consistency.

There is a time constraint on the proposal being made by Feb 15<sup>th</sup>, 2022, at 4:00PM.

The system needs to be fully operational and functional by May 15<sup>th</sup>, 2022.

#### 5.0 Analysis of Option and Recommendation

Based on the shortcomings of the current process, we recommend moving forward with the SaaS solution for the City. The recommended solution will create greater efficiency and collaboration with departments involved with the process and eliminate redundancies.

#### 6.0 Preliminary Project Requirements

The project will require all the necessary hardware, software, equipment, training, and maintenance needed to implement the system and must be able to meet the technical requirements set forth by the City.

#### 7.0 Budget Estimate and Financial Analysis

Our estimated costs for the start of the project are \$134,500, with \$34,000 of maintenance planned for the first three years. This includes the cost of software, development, and salaries.

### 8.0 Schedule Estimate

Approximately 3 months to completely implement the system. The request is due by February 15<sup>th</sup> which will be analyzed by the city and feedback and responses will be given. The City expects the new SaaS to go live on May 15, 2022. Hopefully no setbacks will occur.

### 9.0 Potential Risks

Transitioning to the new process may pose a risk to the City if members of the division are unable to adapt to the new system. Additionally, cloud services will always pose the risk of downtime and security threats, though they are unlikely.

### 10.0 Exhibits

Exhibit A: Financial Analysis

#### Exhibit A

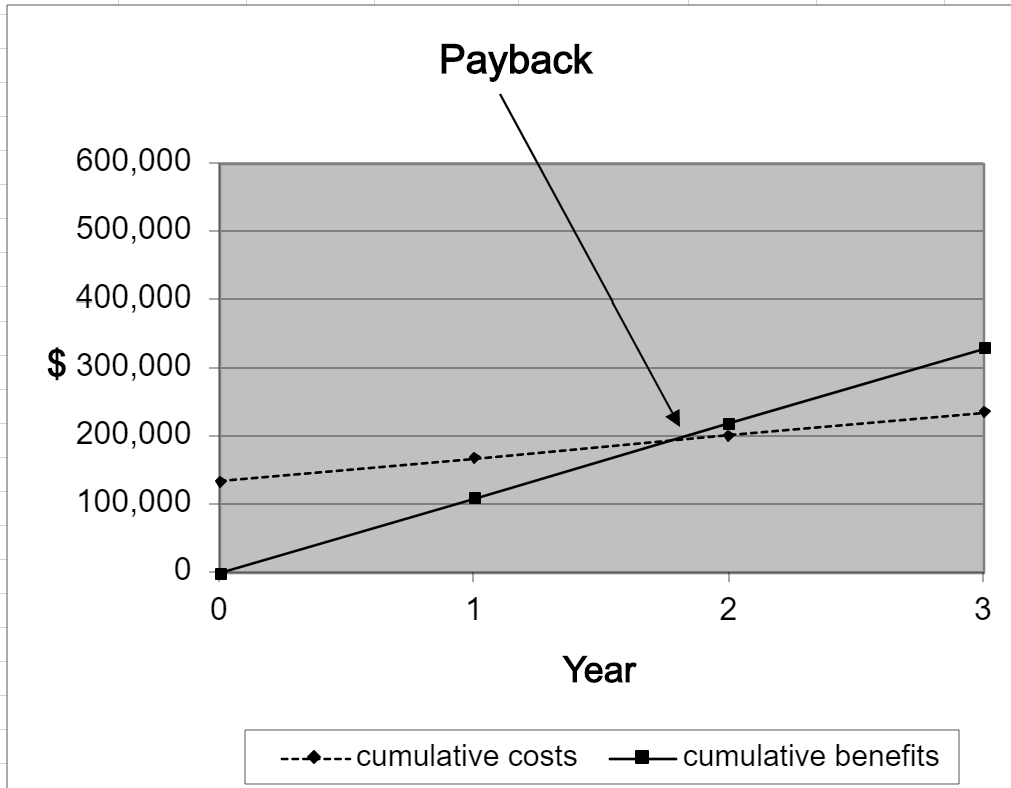
Sources: <https://acropolium.com/blog/how-much-does-it-cost-to-build-a-saas-app-in-2022/>

<https://www.capterra.com/p/127701/WebQA/#pricing>

Financial Analysis for Lynchburg					
Created by: Henry Robinson, Stephen Roberds, Eric Haynes, Zach Ritter			Date: 2/13/2022		
Note: Change the inputs, shown in green below (i.e. interest rate, number of years, costs, and benefits). Be sure to double-check the formulas based on the inputs.					
Discount rate	8.00%				
Assume the project is completed in Year 0					
	0	1	2	3	Total
Costs	134,500	34,000	34,000	34,000	
Discount factor	1.00	0.93	0.86	0.79	
Discounted costs	134,500	31,620	29,240	26,860	222,220
Benefits	0	110,000	110,000	110,000	
Discount factor	1.00	0.93	0.86	0.79	
Discounted benefits	0	102,300	94,600	86,900	283,800
Discounted benefits - costs	(134,500)	70,680	65,360	60,040	61,580 ← NPV
Cumulative benefits - costs	(134,500)	(63,820)	1,540	61,580	
ROI →	28%				
		Payback in Year 1			
Assumptions					
Enter assumptions here					
Pay for 3 IT consultants	52500				
Pay for the front end and backend based off of estimates	80000				
GovQA software cost	2000				
Benefits factored from time wasted manually entering the data					
Benefits from potentially firing a person that manually enters data					
Benefits from potential liability and issues with not complying ordedicating people to complying with the freedom of information act					



Year	Costs	Benefits	Cum Costs	Cum Benefits
0	134,500	0	134,500	0
1	34,000	110,000	168,500	110,000
2	34,000	110,000	202,500	220,000
3	34,000	110,000	236,500	330,000



## Project Charter

## Scope Statement

## Kick-Off Meeting Agenda

### Lynchburg City Council SaaS Project

#### Kick-off Meeting

**Date 2/5/22**

**Meeting Objective:** Get the project off to a great start by introducing key stakeholders, reviewing project goals, and discussing future plans

#### Agenda:

- Introductions of attendees
- Background of project
- Review of project-related documents (i.e. business case, project charter)
- Discussion of project organizational structure
- Discussion of project scope, time, and cost goals
- Discussion of other important topics
- List of action items from meeting

Action Item	Assigned To	Due Date
Cover Page	Henry Robinson	2/9/22
Table of Contents	Henry Robinson	2/9/22
Project Objectives	Henry Robinson	2/9/22
Kick-Off Meeting Agenda	Henry Robinson	2/5/22
Team Contract	Eric Haynes, Henry Robinson	2/7/22
Business Case with Financial Analysis	Cole Roberds, Zach Ritter, Eric Haynes	2/12/22

**Date and time of next meeting: 2/18/22**

## Stakeholder Register

## Stakeholder Management Strategy

## Team Contract

### Team Contract

**Project Name:** Lynchburg Meeting Management SaaS

**Project Team Members Names and Sign-off:**

Name	Sign-off on Team Contract
Henry Robinson	<i>Henry Robinson</i>
Zach Ritter	<i>Zach Ritter</i>
Cole Roberds	<i>Cole Roberds</i>
Eric Haynes	<i>Eric Haynes</i>

**Code of Conduct:** As a project team, we will:

- Get all work done in a timely matter with extra time for discussion.
- Designated Meeting times and required attendance unless informed ahead of time.
- Communicate effectively and respectfully with other members.

**Participation:** We will:

- Work together in a professional manner, allowing input from everyone.
- Allow everyone to have a voice and work on items of their choosing.
- Ensure discussions are respectful and prevent personal attacks.

**Communication:** We will:

- Communicate in person and through other methods including text messages.
- State specifics for important information.
- 

**Problem Solving:** We will:

- Allow multiple points of view to be discussed and considered.
- Ensure a consensus should be reached before any major decisions are made.
- Allocate time for debate on particular items.

**Meeting Guidelines:** We will:

- Set a meeting time beforehand and meet for time required.
- Communicate clearly about times and dates to meet and work on the project.
- Be respectful during meetings to all members and their opinions.

## Project Management Plan



Cover Page Project Management Approach

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Project Scope, Scope Management plan, change management plan

Staffing Management Plan, Resource Calendar histogram

Communications Management plan, milestone list, work breakdown structure

cost management plan & baseline schedule management plan, quality management plan  
& baseline

procurement management plan, risk management plan, sponsor acceptance form

## Cost Estimate and Earned Value



## Project Organizational Chart

## Statement of Work and Request for proposal or Quote

## Risk Register

## Risk Probability Impact Matrix

## Expectations Management Matrix

## Issue Log

## Lessons Learned Report

## Appendix



## Final Presentation Slides

## Gantt Chart