

Project Scope

Overview

Review and improve the functionality of MDCA's use of technology to better serve office bearers, members and the wider community.

Objectives

- Minimise dependence on any one office bearer (remove -person) while securing access for all office bearers while providing information for all members and community. Establish currency, usability and simplicity of information and updates - both in their management/administration and user accessibility
- Reduce the number of moving parts
- Rationalise the number and cost of service providers

Strategy

Approach

Have objectives signed off by membership.

Have deliverables signed off by membership.

Target audience

- Office bearers
- Members
- Community members

Scope

Website

1. Review the purpose of the website
2. Review the current website for suitability, considering:
 - Hosting
 - Content structure
 - Content design and accessibility
 - Manageability of the site and content
 - Integration of social media into website
3. Propose an updated design and implementation plan, including costs and ongoing management

Email

1. Email addresses rationalised, set up to be available and easily accessible (including authentication) to all office bearers, easy to 'hand over' to future office bearers
2. Review Mailchimp subscriber plan as fit for purpose; define and document database management/update; develop templates and re-usable resources eg photos

Domain

1. Hosting and renewal process

Deliverables

1. Web site purpose defined, documented and agreed
2. Updated design and implementation plan documented and agreed, covering:
 - Website hosting, design and content
 - Email hosting and access
 - Mailing list
 - Social media integration
3. Issues to be addressed that are outside this scope are documented

Costs

- Sub-committee members are volunteers
- Potential to reduce ongoing costs with a reduction in the number of suppliers
- Utilise free/community group discount options where practical
- Future-proof cost commitments where possible

Timeframe

Objectives and Scope

- Subcommittee develop initial draft - December/January
- Put to Meeting for Vote - **February**

Deliverables

- End of Financial Year (30 June 2026)