



IEEE Sections Congress 2008 Recommendation Response form

Please complete the form below

1. IEEE Sections Congress Recommendation #8

Develop and deliver a web based payment solution for local OU events

Sections and chapters need a web-based payment solution for small local events that is:

- Low cost;
- Secure and immediate;
- Capable of depositing into a concentration banking account or international equivalent with event and payer identification.

2. Provide a project description or statement of the work being conducted in support of this recommendation.

A new cross functional team composed of volunteers and staff from MGA, IT, and Financial Services departments has been established. Team completed "Vision and Scope" document, gathered preliminary requirements, proposed and came up with a high level design of the solution, and started work on the detailed Business Requirements Document. Next steps include completion of the Business Requirements Document, implementation cost and effort estimation based on the specifications, allocation of resources, implementation of the solution, pilot program, changes based on lessons learned, and finally full solution rollout to all IEEE Sections, Chapters, and Affinity groups.

3. Next Milestone or expected completion date of this recommendation.

Next major milestone is completion of detailed Business Requirements Document to be used in implementation cost and effort estimation. This is scheduled to take place by the end of June 2009.

4. What outcomes do you expect, what are the potential impacts on IEEE and what metrics can be used to measure success?

Expected outcome are:

- an increase in operational efficiency of Sections, Chapters, and Affinity Groups via simplification and automation of administration tasks.
- addition of an easy to use and convenient credit card payment option for event attendees.

There would be three groups of beneficiaries – volunteers, members, and general public attending events organized by Sections, Chapters, and Affinity Groups.



Volunteers will benefit from simplified and automated administration of processing payments for small local events by being able to increase operational efficiency of their units. Additionally low cost of the proposed solution will allow spending freed up funds on other initiatives.

Members and general public registering for events will benefit from an easy to use and convenient credit card payment option for event attendees.

We will use a pilot involving a small number of Sections, Chapters, and Affinity Groups to gauge the initial success and solution performance. Based on the feedback the solution will be adjusted accordingly and then rolled out to all of the Sections, Chapters, and Affinity Groups. We continue to monitor performance after the solution is released to all organizational units.

Specific measurement instruments will include volunteer and member surveys as well as metrics on number of units utilizing the process and number of event attendees. The metrics will then be compared to numbers on L31 reports from previous years to judge the solution success.

5. Please provide any additional information that will be helpful in providing an update on this recommendation.

If you would like additional information please contact Eugene Khusid at e.khusid@ieee.org

6. Submitted by and Date

Eugene Khusid
May 15th, 2009