

AMS Project Overview

An overview won't replace the RFP, but it can be used to guide vendor research to identify a very high-level fit.

- Intro to Your Organization
 - What is the mission of your organization?
 - What are the top revenue and member benefits your organization provide, both current and future?
 - What type of revenue and benefits are DIRECTLY managed by the AMS (or should be)?
 - What type of member do you serve (individuals, organizations, chapters, etc.)?
 - How many members do you have?
 - How many staff do you have?
- Goal for the New AMS
 - Examples include:
 - Reduce administrative burden by x.
 - Provide a more consistent user and staff experience by improving the relationship between vendor partners (e.g., AMS, LMS, website, event management). This includes integrations as well as workflows that span multiple systems.
 - Options for data analysis and reporting that reference multiple sources
- Critical Requirements
 - List a couple complex requirements and business rules that need to be considered (i.e., challenges you have with your current AMS that you are hoping a new AMS will solve).
 - Provide 2 or 3 business scenarios that illustrate critical processes.
- Timeline for Launch
 - Provide a high-level timeline and key milestones.