

Rotary entity	Rotary Club of	 Project ONE Being One:Based on One A project operated by ROZops Limited
Pages	± of 3 (in this section only)	
Project Sponsor	President	
Project Manager		
Operative Date		
Last Edit by		
Applicable to	All project team	

Task	Status	Issues	Priority	Allocated to in Flectra	Next Step	Target Date
Contract and project set up		<ol style="list-style-type: none"> Subscription services Accounting services Other services – graphics etc Team members and allocations to sub-committees Project Sponsor and Project Manager READINESS ASSESSMENT 				
Entity Setup: <ol style="list-style-type: none"> Add entity to Flectra upload CoA Configure locale settings Add users (team members) Add Bank ACCOUNTS Add GST NUMBER Windcave application 		<ul style="list-style-type: none"> Need remaining team members SET USER PERMISSIONS TIMETABLE WORKSHOPS 	HIGH			
Accounting Team: <ol style="list-style-type: none"> Add team Learning Prepare data from Xero Upload Budgets est EoM Set cutover 		REQUIREMENTS WORKSHOP				
Products: <ol style="list-style-type: none"> Membership 						

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Pages	2 of 3 (in this section only)	
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Applicable to	All project team	

Task	Status	Issues	Priority	Allocated to in Flectra	Next Step	Target Date
2. Donations 3. Rotary collateral inventory						
Communications 1. Branding and other collateral 2. Website 3. Newsletters 4. Other communication options: <ul style="list-style-type: none"> • email • chat • forums • txt 						
Membership/Events 1. Membership list check 2. Uploads 3. Member permissions 4. Allocation of membership types to members 5. event preload 6. Club calendar						
Club working processes		RC Whakatu app demo				

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Services	Status	Server type	Tasks	Allocated to	Next Step	Target Date	Priority
Club subscription		1. Flectra STAGING 2. Flectra PRODUCTION 3. ZIMBRA EMAIL					
Trust subscription							
Accounting services							
Credential services		1. Domain name 2. SSL 3. DKIM 4. SPF 5. Outlook					
API services		1. Whakatu app					