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Client Project Draft

I. System Request Form

SYSTEM REQUEST - STREAMLINED OPERATIONS SYSTEM

Business Need

As the business continues to grow, Mixalot's internal operational processes will not be able to satisfy the needs of an increasing number of clients. Mixalot needs an integrated and flexible system to accommodate its rapid business growth.

Business Requirements

- Eliminate extraneous touchpoints
- Develop a streamlined process
- Create scalable and repeatable processes

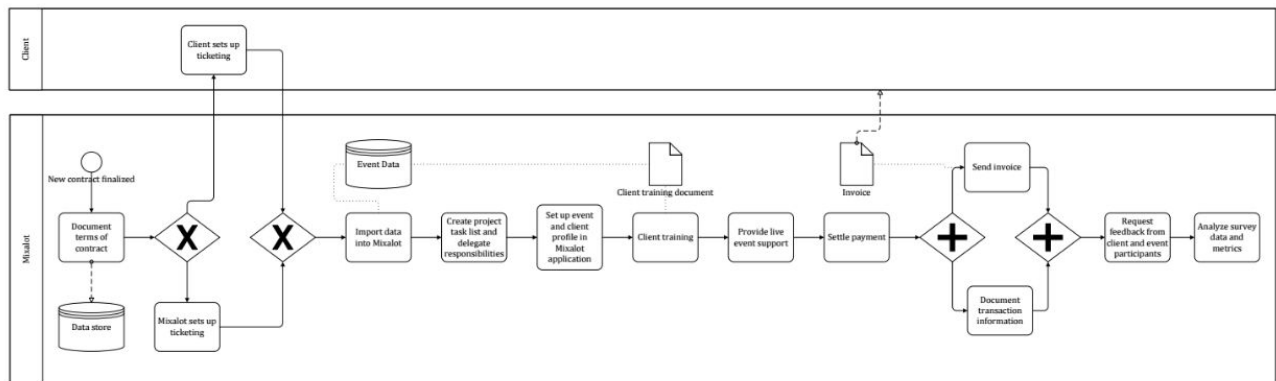
Business Value

We anticipate that this streamlined operations system will lead to improved operational efficiency. Tangible value to the company will be gained by eliminating repetition and introducing value-added activities.

Issues or Constraints

- Limited capital
- Limited human resources
- Flexibility and Scalability are key
- Conversion location/style/modules

II. To-Be



III. Business Case

1. Executive Summary
2. Value Statement
3. Project Description and Objectives
 - “Mixalot is a patent-pending software that automates pairing or grouping people for face-to-face interactions based on their personal preferences. The software was originally developed to automate the labor intensive tasks involved in running live speed dating events but has proven to be useful in many other types of networking events that involve pairing or grouping people based on personal preferences or interests.”
 - Business needs center around aiding in SaaS implementation
 - Finding effective solution to properly manage event administration
4. Risk Assessment (potential problems when doing project)
 - Economic: Loss of investment in new technology
 - Organizational:
 - Technological:
5. Option Assessment (costs and benefits)
6. Approach
 - Explore further use case potential for current technology
7. Stakeholders
 - Mixalot’s employees
 - Mixalot’s clients (including end-user event attendees)
 - Mixalot’s investors
8. Strategic Alignment
 - Solution must coincide with companies overarching business needs. In an abstract sense this relates to ensuring the flexibility, scalability, and efficiency of the business in order for it to maintain its lean and fast paced business model. Additionally the to be process event which is designed for our clients must fit a range of differing customer types: from speed dating to professional events (process

design and technology implementations should not inhibit the business goals of the company). Specifics on how strategic alignment specifically fits in with our work will be determined as our approach solidifies.

9. Recommendation

IV. List of how To-Be is different from As-Is

- Centralized data storage
- Streamlined client training process
- Clearly defined roles as opposed to “everyone does everything”
- Compatible with scalability in process structure
- Formalized feedback mechanism from clients
- Combined invoice generation and transaction documentation
- Mapped contingencies