

**GroundWork group (GWg)
GWg High Impact Business and Technology Review Program
Statement of Work
October 23, 2010**

Objective

GWg will develop a standard set of deliverables and processes to conduct the GWg High Impact Business and Technology Review Report for nonprofit organizations in Columbus. The program will serve to assess the current state of Information Technology (IT) among Columbus nonprofits and will outline IT improvement plans and strategies.

Description and Scope

The City of Columbus is focused on supporting the community in multiple ways. Part of the support is to create a partnership with GWg to provide IT, education and consultation services to the nonprofit community. The City of Columbus wants to take advantage of the solutions that GWg can provide.

GWg has created the GWg Continuum of Technology Maturity (GWg CTM). The continuum was developed to allow GWg to help nonprofit organizations systematically review all their business functions and develop strategies to further enhance their business functions through the effective utilization of technology. This process has been very effective for GWg and our member organizations. It allows us in a short amount time to assess and develop strategies for nonprofits to create cost effective solutions and identifies areas of technical risk.

The GWg High Impact Business and Technology Review Program utilizes the GWg CTM to allow us to directly work with a nonprofit organization to develop a plan with a set of tangible strategies that they can implement to enhance their business functions.

Program steps for each participating nonprofit:

- Step 1 - High level review of current technology trends
- Step 2 - Review the nonprofit business functions:
 - Strategic Planning
 - Marketing
 - Constituent Management
 - Communications
 - Fundraising
 - Service Delivery
 - Reporting
 - Day-to-Day Operations
 - Training and Education
- Step 3 - Fill out the GWg Nonprofit Technology Questionnaire
- Step 4 – Assess the current utilization of technology for the business functions of the nonprofit organization
- Step 5 – GWg and participating nonprofit discuss improvement plan ideas and strategies
- Step 6 – GWg creates High Impact Business and Technology Review Report
 - The report includes the following:
 - Introduction

- Nonprofit current state assessment on GWg CTM
- Key Technical Risks
- Improvement Plans and Strategies
- Step 7 – GWg and participating nonprofit organization review and finalize the report

The Benefits of the GWg High Impact Business and Technology Review Program:

- Nonprofits will receive a valuable technology analysis and review at a deeply discounted price
- Implementation of the report recommendations will build the technology capacity of participating nonprofits
- The City of Columbus has the opportunity to invest in a valuable analysis process that will lead to the development of a more efficient and effective infrastructure for all nonprofits in the Columbus community, allowing them to spend more time on direct service delivery
- GWg will have the opportunity to serve more nonprofit organizations directly, expanding the work of our mission to strengthen the impact of nonprofit organizations by enhancing their ability to manage their business operations and achieve their missions through sustainable and affordable information management, education and technology solutions.

Fees

GWg requests \$7,000 to conduct the GWg High Impact Business & Technology Review Program for 56 nonprofit organizations in Columbus. The cost for GWg to conduct the program steps with a nonprofit organization and develop the High Impact Business and Technology Review Report is \$250 dollars. GWg will utilize the dollars from the City of Columbus to reduce the cost to each nonprofit by 50%, charging each participating organization just \$125 dollars each.

Sample Reports

Attached are two sample GWg High Impact Business & Technology Review Reports.