PROJECT APPROVAL REQUEST

LLCC EMAIL

December 16, 2021

1. The person or Committee proposing the project: CAM

2. The project's description/scope including:
   a. Narrative description of the project.
      LLCCs email service is provided by Bluehost managed by Hood Canal Communications (LLCC's IT support company). Bluehost is frequently blacklisted by internet email service companies due to Bluehost providing services to spammers. Outbound LLCC emails are frequently undelivered or end up in spam folders. This additionally is an issue for outbound emails to LLCC website Subscribers.
      HCC recommends converting to Microsoft Exchange. Gmail is an option though not recommended by HCC. LLCC subscribes to MSFT Office 365 that includes Outlook for all employee computer application services. The concern of selecting Gmail is creating a conflict with Gmail not consistently syncing with Office 365.
   b. The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.
      Emails will be delivered eliminating our undelivered Bluehost issue.
   c. Drawings and sketches as necessary to understand the project. NA
   d. The approximate cost for the project, and the basis and assumptions for that cost estimate.
      LLCC has 20 active emails. Bluehost is paid $170 annually that will be eliminated. Outlook subscriptions are $12.50/month per account; 20 x $12.50 = $250/month => $3,000/year. Gmail would be $1,500/year for a commercial account.
   e. A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants, or be carried out by a combination of in-house and outside resources.
      Transition to be performed by HCC including on-site computer setup per account including mobile telephone setup support as required.
   f. An approximate schedule, including any time constraints regarding project activities or completion date.
      Schedule to be determined requiring approximately ½ day of work

3. The budget status of the project
   a. Has a Committee, and/or the Board, already included the project in the current year's budget?

      Project is not budgeted in the current year
   b. Is it in a longer-range capital improvement plan? Is it a new idea outside the current year budget cycle?

      Project is outside the current year budget

4. Additional considerations the Board may need to consider, including any foreseeable project risks or liabilities.

   Concern of Gmail not consistently syncing with MSFT 365
5. Proposed project manager.

   Roger Milliman
6. Evidence of coordination with the appropriate staff departments and management and the staff's recommendation.

   Issue has been discussed with the Executive Committee