

ADM-PROC-01: (Business Cards)

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Foreword

This document describes the procedure for capturing data from the INCOSE Membership Database to create INCOSE Business Cards

Document Change History

The following table identifies each version or issue of this document and provides a description of the purpose or reason for the change. Performing a document comparison between any two versions of this document can identify detailed change differences.

Version	Date	Comment
0.1	14/Oct/2019	Initial draft based on the old procedure ADM-01, Business Cards, 13 Aug 2008
0.2	23/Oct/2019	Updated procedural steps (section 5) based on Membersuite database content and current practice
1.0	17/Mar/2020	Procedure finalized

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1.0 Scope

This procedure provides step-by-step instructions for extracting information from the INCOSE membership database to create the content of INCOSE business cards

1.1 Purpose

This procedure applies to all business cards created for INCOSE representatives. This includes business cards prepared for the INCOSE Board of Directors and for INCOSE representatives as sanctioned by the INCOSE Board of Directors.

1.2 Objectives

The creation of business cards for INCOSE representatives enhances the ability of these representatives to maintain communications with professional colleagues when performing activities on behalf of INCOSE.

2.0 Definitions

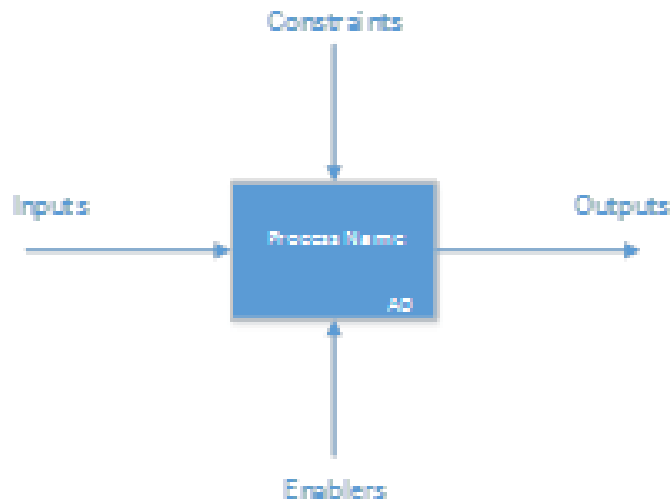
No Definitions identified

3.0 Responsibilities

The INCOSE Operations Manager monitors changes in the membership of the INCOSE Board of Directors and proactively arranges for business cards to be created for new members.

When an approved request for business cards is received, the INCOSE Operations Manager arranges for business cards to be created and delivered.

4.0 Process Information



4.1 Inputs / Outputs

Input 1: New Member of the INCOSE Board of Directors

Input 2: Approved request for Business Cards

Output 1: Business Cards delivered to the recipient

4.2 Constraints / Rules

Approval for an INCOSE representative who is not a member of the Board of Directors to receive INCOSE Business Cards

4.3 Enablers

INCOSE Membership Database

5.0 Procedural Steps

1. Search for individual in database
2. Copy profile information from 360:
 - a. First Name Last Name Suffix
 - b. Company
 - c. Address1
 - d. Address2
 - e. City. State Zip
 - f. CountryCodeDescription
 - g. PreferredPhone
 - h. Email
 - i. Roles
3. Forward information to individual for which card is being printed for confirmation of information or any corrections.
4. Send the confirmed business card information to the typesetter for design and layout for the INCOSE business card template (2-sided business card)
5. Confirm typeset PDF business card is correct with individual and then send approved PDF business card for printing.
6. INCOSE Admin Office will ship printed business cards to the individual by USPS Priority Mail.

References

REF-1 INCOSE Policies

Policy_ADM-100 Administrative

REF-2 INCOSE Procedures, Templates, and Forms

Avery 8871 2-Sided Business Card

REF-3 Other References

N/A