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ORDAINEDORTHODOXWOMEN LISTSERV MIGRATION PROJECT November 18, 2008

INTRODUCTION: This proposal discusses the effort to migrate the ORDAINEDORTHODOXWOMEN mailing list from LISTSERV application on episcopal.org to a new mailing list platform. The new name for the list will be CLERGYWOMEN.

SOFTWARE OVERVIEW: In the current market there are several primary software applications that are used for mailing lists. LISTSERV, the current application used by episcopal.org is a commercial product made by the company L-Soft. It is a fine product and is used by many corporations and government customers.

The primary competitor to LISTSERV is a product called Mailman. Mailman is an free, open-source software project distributed under the GNU General Public License. The open source nature of Mailman is one of its primary benefits. There are no license fees, maintenance fees or other costs associated with the program. Mailman supports built-in archiving, automatic bounce processing, content filtering, digest delivery, spam filters, and more. Mailman is one the most popular, widely used mailing list applications used today.

MAILMAN: Mailman is the software platform that I use to distribute the VirtueOnline digest to more than 4,000 readers each week. It is proven, stable, easy to use, easy to configure and supports the features that most customers need for regular email distribution of content. I have been using this platform for 13 consecutive months with VOL have had no outages or interruptions in service.

PROJECT TASKS: The task list for this project includes the following items:

1. Analyzing the current subscriber list and Archive store
2. Converting the Archives from LISTSERV to Mailman formats
3. Converting the subscriber list into a Mailman-compatible format
4. Setting up a new list on the server mailman.episcopal.org
5. Loading the LISTSERV archives into the new list
6. Configuring the new Mailman list according to customer specifications
 - public or private archives, default message format (digest or regular), moderators, etc.
 - I will have a short list of questions for list configuration once the proposal is approved.
7. Adding test users and testing the list configuration
8. Loading the entire subscriber list
9. Writing a short user and administration guide
 - this document will include instructions on adding new subscribers, viewing the archives, changing passwords, removing subscribers, backing up the subscriber list, etc.

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PROJECT TIMING: Based upon analysis and work done on similar projects, I estimate that the new list can be operational by Saturday, November 29, 2008.

PRICING: Costs for this project are a fixed fee of \$475.00. This project fee includes:

- Hosting for 12 months
- Support for 12 months
- Labor to convert and setup the new list

Hosting and Support can be renewed on an annual basis during November of each year. Hosting and support costs for the period of November 2009 - October 2010 are estimated at \$150.00.