Statement of Work (SOW)

Project Title: Website for staff of MU to share and synch their calendars for conducting meetings, push academic calendar.

Date: 7 Feb 2025

## INTRODUCTION

This Statement of Work (SOW) outlines the objectives, scope, deliverables, and responsibilities for developing a website that allows MU staff to share and synchronize their calendars for conducting meetings and pushing the academic calendar efficiently.

## 2.TEAM MEMBERS

|  |  |
| --- | --- |
| Name | Role |
| Abhinav (SE22UCSE271) | Backend Developer |
| Bhanu (SE22UCSE060) | Frontend Developer |
| Ghanashyam (SE22UCSE127) | Backend Developer |
| Sreehitha (SE22UCSE297) | UI/UX Designer |
| Naga Vaishnavi (SE22UCSE094) | Frontend Developer |
| Hanum (SE22UCSE143) | Supervises the project progress |
| Nihal (SE22UCSE181) | Database Administrator |
| Rohan (SE22UCSE232) | Quality Assurance |

## 3. PROJECT OVERVIEW

The **MU Staff Calendar Website** is a web-based platform designed to facilitate efficient scheduling, calendar synchronization, and academic event management for Mahindra University staff. The platform aims to eliminate scheduling conflicts, improve meeting coordination, and provide a seamless way to push university-wide academic schedules.

**Key Objectives:**

Enable staff to share and update their availability in real-time.

Provide an automated scheduling system that minimizes conflicts.

Integrate an academic calendar that department heads can manage and push updates to all relevant users.

Offer role-based access control for different levels of university staff.

Ensure secure and encrypted data storage and access.

**Unique Features:**

**Real-Time Calendar Synchronization:** Ensures that all staff members have up-to-date meeting schedules.

**Automated Meeting Coordination:** Reduces conflicts by suggesting the best available time slots.

**Academic Calendar Integration:** Faculty members can push semester plans, deadlines, and event notifications.

**User-Friendly Interface:** Simple and efficient UI/UX for easy navigation and usage.

**Notifications & Reminders:** Automated email and system notifications for upcoming meetings and academic events.

**Data Security & Access Control:** Only authorized users can view/edit relevant schedules.

The project is intended to serve as a central hub for all scheduling activities within the university, increasing efficiency and reducing communication gaps. The successful completion of this platform will help streamline the coordination of faculty meetings and academic event management at Mahindra University.

More about OUR Product Vision:  
- FOR MU staff members  
- WHO need a seamless way to schedule and coordinate meetings  
- The MU Staff Calendar Website is a web-based calendar synchronization platform  
- THAT enables staff to share their availability, schedule meetings, and push academic events  
- UNLIKE traditional email-based scheduling  
- OUR PRODUCT provides an interactive, real-time synchronization feature with automated notifications

## 4. SCOPE OF WORK

- Project Description: Development of a web application for MU staff to manage and synchronize their calendars effectively.  
- Objectives: Enable staff to share and update calendars in real-time, facilitate automated meeting scheduling, allow department heads to push academic calendars, and provide notifications and reminders.

## 5. DELIVERABLES

|  |  |  |
| --- | --- | --- |
| Deliverable | Description | Due Date |
| UI/UX Design | Initial wireframes and prototypes | Feb 7, 2025 |
| Backend System | Calendar synchronization and database integration | Mar 10, 2025 |
| Frontend Development | Web interface for users | Apr 7, 2025 |
| Testing & Debugging | Performance and security testing | May 9, 2025 |
| Deployment | Live system launch | May 20, 2025 |
| User Documentation | Guides and training material | May 22, 2025 |

## 6. ROLES AND RESPONSIBILITIES

**Backend Developer:** Abhinav, Ghanashyam - Develops server-side logic and database integration.

**Frontend Developer:** Bhanu, Naga Vaishnavi - Designs and implements the user interface.

**UI/UX Designer:** Sreehitha - Works on user experience and interface design.

**Quality Assurance:** Rohan - Conducts testing and debugging.

**Database Administrator:** Nihal - Manages database structure and synchronization.

**Supervisor:** Hanum - Oversees project progress and ensures deliverables meet deadlines.

**Client Contact:** Software Engineering course, Mahindra University

## 7. ASSUMPTIONS AND CONTRAINTS

**Assumptions:**

* + All required resources and technologies will be available.
  + Staff members will actively participate in testing and feedback.

**Constraints:**

* + Project must be completed within the academic semester.
  + Security and data privacy regulations must be followed.