CEBU INSTITUTE OF TECHNOLOGY
UNIVERSITY

Business Requirements Document

for

EVENT MANAGEMENT SYSTEM

Version 2

Prepared for

CEBU INSTITUTE OF TECHNOLOGY – UNIVERSITY

Frederick L. Revilleza Jr.

<Business Area>

September 2024

Prepared by

Arela, Alec R.

Caag, Jhean Hecari B.

Carbungco, Louie James F.

Table of Contents

List of Tables

Table 14 User Group & System Access Summary

List of Appendices

1. DOCUMENT REVISION LOG

TABLE 1: Revision Log

Date	Author	Version	Reason Of Change

2. DOCUMENT REVIEWERS

TABLE 2: Document Reviewers

Name & Title	Role	Approve Date	Version

3. APPROVER & SIGN OFF

TABLE 3: Client Acceptor (Client Sponsor)

Name & Title	Role	Approve Date	Version

4. INTRODUCTION (Analysis Description)

4.1 DOCUMENT PURPOSE

This document serves as a foundational reference for all stakeholders involved in the project, including developers, designers, testers, and end-users. It ensures that the system's design and implementation align with the specific needs and expectations of its users. Additionally, this FRD will guide the testing process by defining the criteria against which the system's functionality will be validated.

4.2 DOCUMENT SCOPE

The Event Management System will focus on managing the essential aspects of event organization, such as event creation, participant registration, and basic attendee management. The system will cater primarily to small to medium-sized events, such as school activities, workshops, and local community gatherings especially in CIT-U.

Key functionalities will include the ability to create and manage events, track participant registration, generate basic reports, manage event schedules, and send automated email notifications to participants. The system will be developed with

simplicity and ease of use in mind, ensuring that it meets the needs of users without requiring advanced technical skills. This project will be accessible via a web interface, providing essential features while keeping the design and implementation manageable for a student project.

The scope of this document is limited to the functional requirements that will guide the development of the core features needed to achieve a working prototype of the Event Management System.

4.3 DOCUMENT AUDIENCE

TABLE 4: Document Audience

Document Audience	Location

4.4 BUSINESS ANALYSIS APPROACH

The business analysis approach for the Event Management System included stakeholder interviews, process modeling, and the review of existing event management systems. The goal was to identify areas of improvement, gaps, and to streamline event management processes specifically for CIT-U.

4.5 REQUIREMENTS QUALITY ASSURANCE

To ensure the requirements meet the desired quality, a review process involving key stakeholders and subject matter experts was established. Requirements validation sessions were held, and feedback was incorporated into iterative drafts. A final quality check ensures all user needs are met before proceeding to the next phase.

4.6 INFORMATION REFERENCES

TABLE 5: Information References

Document Name	Author	Date	Version

4.7 DEFINITIONS, ABBREVIATIONS & ACRONYMS

TABLE 6: Terms, Acronyms & Abbreviations

Name	Definition

5. BUSINESS REQUIREMENTS

5.1 PROJECT BACKGROUND

The current process for managing events at CIT-U is largely manual, relying on spreadsheets and paper forms for registration and event tracking. This system needs improvement in terms of efficiency and scalability. The proposed Event Management System will provide a centralized platform for event creation, participant registration, and management.

5.2 SCOPE STATEMENT

5.2.1 IN SCOPE

- Event creation and management
- Participant registration and tracking
- Automated email notifications
- Advanced analytics or custom reports

5.2.2 OUT OF SCOPE

- Event creation and management
- Participant registration and tracking
- Automated email notifications
- Advanced analytics or custom reports

5.3 BUSINESS REQUIREMENT'S PURPOSE

The primary purpose of the business requirements for the Event Management System is to provide a comprehensive framework that details the functionality, performance, and usability goals of the system. These requirements ensure that the system will:

1. **Streamline Event Management**: Automate the process of event creation, registration, and attendee management, reducing manual workloads and improving efficiency for event organizers.

2. **Enhance User Experience**: Provide an easy-to-use web interface that allows both organizers and participants to navigate and perform tasks (such as registering for events or receiving updates) without technical expertise.
3. **Increase Operational Efficiency**: Replace the existing manual processes with a centralized digital platform that offers real-time participant tracking, event scheduling, and basic report generation.
4. **Meet Stakeholder Needs**: Align with the expectations of the university, including administrative staff, event organizers, and participants, ensuring that the system supports small to medium-sized university events.
5. **Ensure Data Accuracy and Privacy**: Provide secure storage and handling of participant information, adhering to relevant data privacy regulations.

5.4 BUSINESS CONTEXT DIAGRAM

5.4.1 "As – Is" – CURRENT STATE

5.4.2 "To – Be" – FUTURE STATE

Appendix A: Business Context Diagram(s)

5.5 BUSINESS OBJECTIVE & BENEFITS SUMMARY

5.6 BUSINESS DRIVERS/ISSUES

5.7 DEPENDENCIES

Table 7 Dependencies

ID	Project/System Name	Active? (Y/N)	Nature of Dependency

5.8 ASSUMPTIONS

Table 8 Assumptions

ID	Assumptions

5.9 CONSTRAINTS/RESTRICTIONS

Table 9 Constraints/Restrictions

ID	Constraints/Restrictions

5.10 BUSINESS TRANSACTION VOLUMES

5.11 REGULATORY CONSIDERATIONS

5.11.1 EXTERNAL REGULATIONS

5.11.2 INTERNAL REGULATIONS

5.12 PRIVACY IMPACT ASSESSMENT

5.13 RECORDS IMPACT ASSESSMENT

5.14 OPEN ISSUES

Table 10 Open Issues

ID	Issue/Priority/Impact	Target Resolution Date	Responsibility

6. USER REQUIREMENTS

6.1 USE CASE OVERVIEW

Appendix B Use Case

Use Case Number	
Name	
Description	
Actor(s)	
Pre-conditions	
Flow of Event	
Post-conditions	
Exit Criteria	
User Requirement #	
Notes & Issues	

6.2 BUSINESS PROCESS MODEL

6.2.1 "AS IS" – CURRENT STATE

6.2.2 "TO BE" – FUTURE STATE

Appendix C Business Process Model Diagram

6.3 ACTOR PROFILES & LOCATIONS

Table 11 Actor Profiles & Locations

Organizational Job Function	Nature of the Interaction	Organizational Relationship	Job Title

6.4 INPUTS

6.5 OUTPUTS

6.6 USER INTERFACE

6.7 TRIGGERS

6.8 BUSINESS RULES

Table 12 Business Rules

Rule ID #	Rule Type	Statement	Source/ Date	Priority	Linked Requirement #	Use Case Source	Test Case Source

6.9 FUNCTION HIERARCHY DIAGRAM & REPORT

Appendix D Function Hierarchy Diagram

6.10 DATA FLOW DIAGRAM

Appendix E Data Flow Diagram

7. FUNCTIONAL REQUIREMENTS

7.1 OPERATIONAL ENVIRONMENT

7.2 SYSTEM INTERFACE

7.3 COMMUNICATIONS INTERFACE

7.4 SOFTWARE INTERFACE

7.5 HARDWARE INTERFACE

7.6 FUNCTION/USER SECURITY MATRIX

C	Create
R	Read
U	Update
D	Delete

Table 13 Function/User Security Matrix

Actor:							
Function (or Use Case							

7.7 USER GROUP & SYSTEM ACCESS SUMMARY

Table 14 User Group & System Access Summary

User Group	System Access

8. NON-FUNCTIONAL REQUIREMENTS

8.1 RESPONSE/ PERFORMANCE

8.2 CAPACITY

8.3 RELIABILITY

8.4 OPERABILITY

8.5 MAINTAINABILITY

8.6 SCALABILITY

8.7 AVAILABILITY

8.8 DELIVERY

8.9 RECOVERY

8.10 TRANSITION REQUIREMENTS

9. DATA REQUIREMENTS

9.1 LOGICAL DATA MODEL

Appendix F Logical Data Model

9.2 DATA CONVERSION REQUIREMENTS

9.3 WAREHOUSING

9.4 DATA VOLUMES & SIZE

9.5 DATA RETENTION/ARCHIVE/PURGE

10. ALL REQUIREMENTS LIST/TRACEABILITY MATRIX

- *Requirement Identification Number*
- *Requirement Type*
- *Statement*
- *Source/Date*
- *Priority*
- *Business Rule Number*
- *Backward Traceability*
- *Use Case Source*
- *Test Case Source*

Appendix G All Requirements List & Traceability Matrix

ID #	
Requirement Type	
Statement	
Source/Date	
Priority	
Business Rule #	
Backward	
Use Case Source	
Test Case Source	

11. CONSIDERATIONS

11.1 PRELIMINARY DESIGN

11.2 WORK PLAN

11.3 RESOURCING

BUSINESS ANALYSIS APPROACH

The business analysis approach for the Event Management System included stakeholder interviews, process modeling, and the review of existing event management systems. The goal was to identify areas of improvement, gaps, and to streamline event management processes specifically for CIT-U.

REQUIREMENTS QUALITY ASSURANCE

To ensure the requirements meet the desired quality, a review process involving key stakeholders and subject matter experts was established. Requirements validation sessions were held and feedback was incorporated into iterative drafts. A final quality check ensures all user needs are met before proceeding to the next phase.

BUSINESS REQUIREMENTS (Opportunity)

PROJECT BACKGROUND

The current process for managing events at CIT-U is largely manual, relying on spreadsheets and paper forms for registration and event tracking. This system needs improvement in terms of efficiency and scalability. The proposed Event Management System will provide a centralized platform for event creation, participant registration, and management.

SCOPE STATEMENT

IN SCOPE:
- Event creation and management
- Participant registration and tracking
- Automated email notifications

OUT OF SCOPE:
- Advanced analytics or custom reports

DEPENDENCIES

The system depends on the availability of email services for notifications and a database for storing participant data. It will also require integration with payment systems for ticketed events.

ASSUMPTIONS

It is assumed that all participants will have access to an internet-enabled device and a valid email address. The system will be used primarily for university-related events.

CONSTRAINTS/RESTRICTIONS

The system must be developed and deployed within the university's current IT infrastructure and conform to data privacy regulations. Budget and time constraints will limit the development of non-essential features.

USER REQUIREMENTS (Needs)

USE CASE OVERVIEW

The Event Management System will allow event organizers to create and manage events while participants can register and receive automated updates. Use cases will include event creation, participant management, and reporting.

BUSINESS PROCESS MODEL

The current process is manual, relying on spreadsheets. The future state will be an automated system that supports event registration and management in real-time. The system will streamline event logistics by automating email notifications and tracking participant engagement.

NON-FUNCTIONAL REQUIREMENTS (Success Factors)

CAPACITY

The system must support up to 500 concurrent users during peak registration periods.

RELIABILITY

The system must be available 99.9% of the time with a backup and disaster recovery mechanism in place.

SCALABILITY

The system should be able to scale to support an increasing number of events and participants without significant performance degradation.

DATA REQUIREMENTS (Structure)

LOGICAL DATA MODEL

The system will store participant data including name, email, and registration status. It will also maintain event details such as the event name, date, and list of participants. Data will be stored securely and retained for audit purposes for one year.