

MEETING ON ROOM LONG: WEBSITE DOCUMENTATION

This document aims to express user requirements to enable web developers to successfully construct a website for Prowess Investments' special project.

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Brief

Prowess Investment Managers would like to rent out office space in a unique numbers ways. Hence, we have decided that a website is necessary to enable us to manage the renting out of the space to potential clients. The space that we are renting out is intended for multipurpose activities, not only commerce related activities.

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What we need is a fully functional website that is extremely well designed that can attract a whole manner of people to the venue. Also, it needs to manage inquiries and bookings for us. The website should be under the name of 'Meeting Room on Long'. We wish that there be no mention of Prowess Investment Managers on the website.

This documentation contains the requirements for system such as: design preferences, content specification and use case analysis to ensure that every aspect of the system website is available to create a great product.

The space that we have on offer can be used for a wide variety of activities such as book launches, filmmaking, co-workspace, art shows, intermit gathers and other events. There are six spaces in total that we wish list on our website: Space A, Space B, Space C, Space D, Space E and Space F. These are place holders and their names will change.

System Request form

Project Sponsor: Maditshaba Moloko

Business need

The need for creating this system is to allow us to showcase our space to prospective clients and streamline the process of making bookings for the different spaces. The website needs to be modern, sleek and attractive.

The website needs to allow users to view the different listings we have to offer with a clear display of important information. Most importantly it needs to allow us to easily provide quotes and manage client problems.

Business requirements

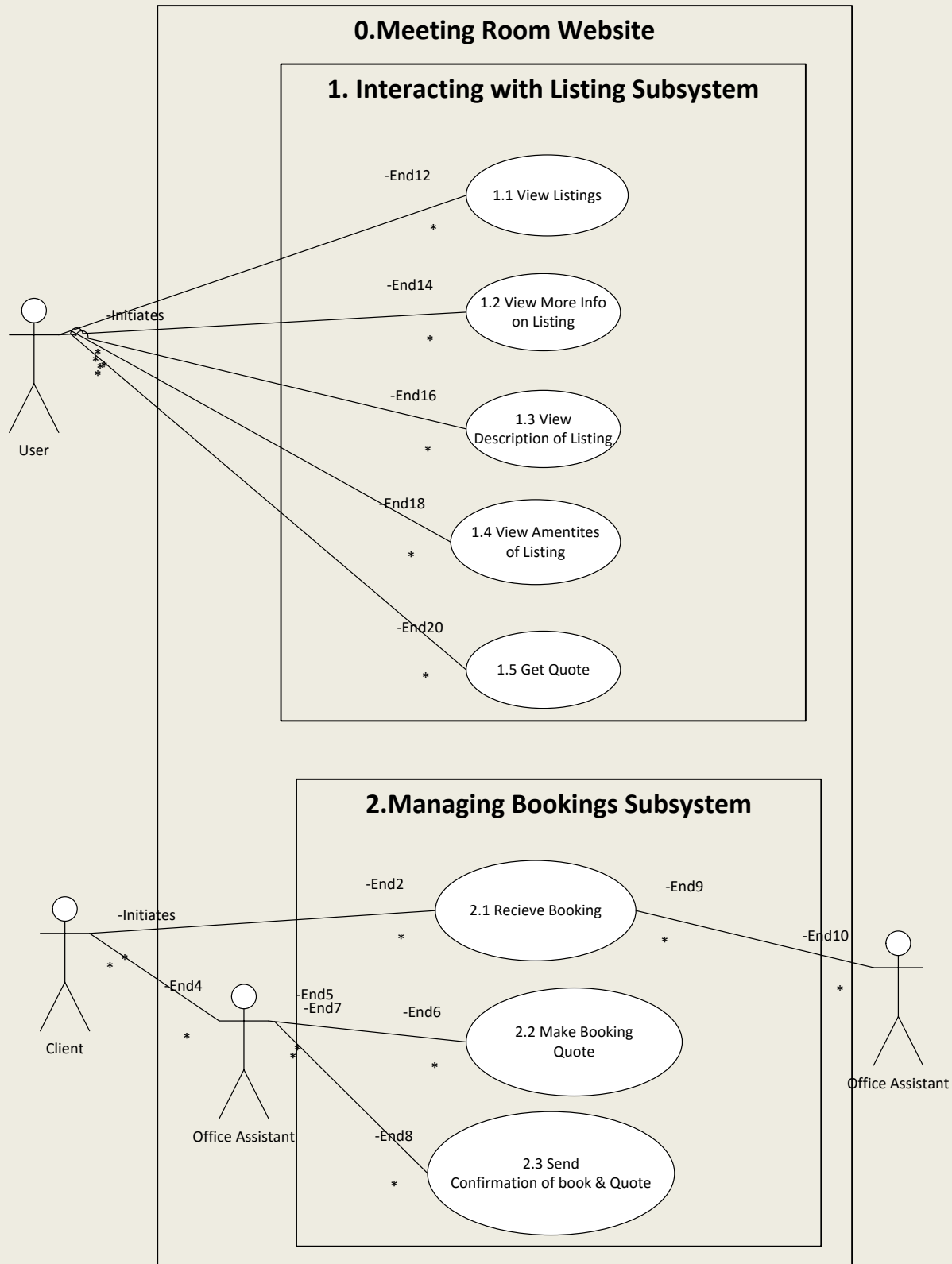
Allow us to identify organisations/people that really love the space to allow us to provide them a great experience of using the space.

Special Issues/Constraints

- The domain for the site is under Web Africa; however, we would like redirect the website to the one our IT technicians currently use for our emails.

Use Cases

Use Case Diagram



Use Case Narrative

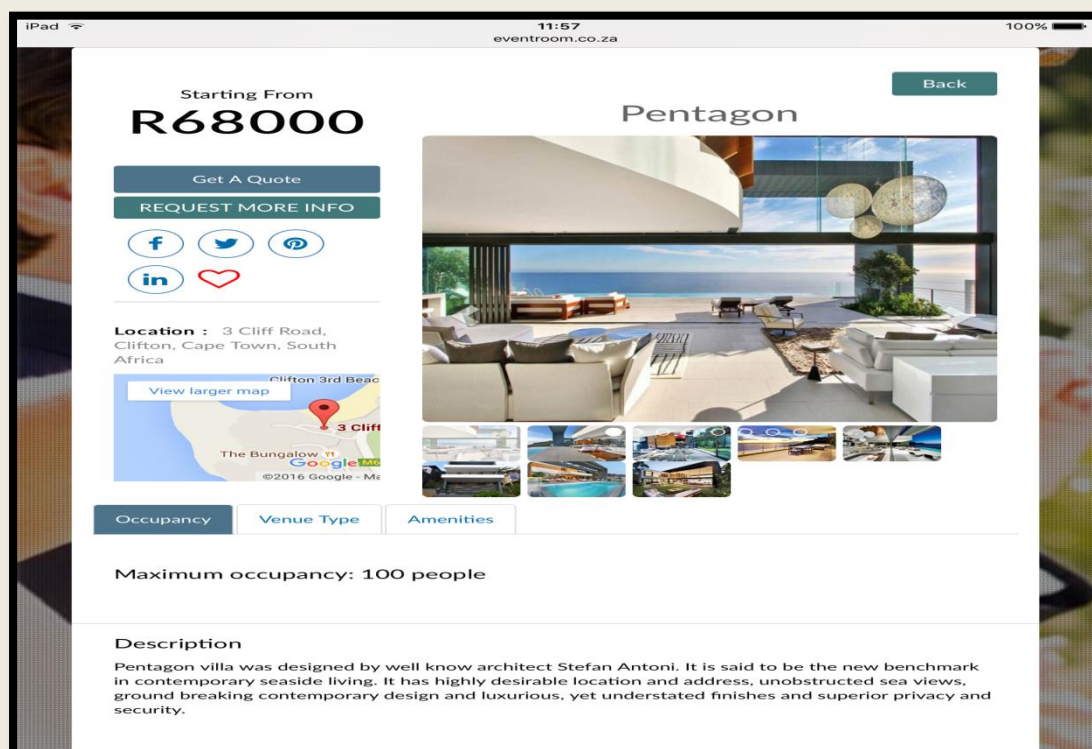
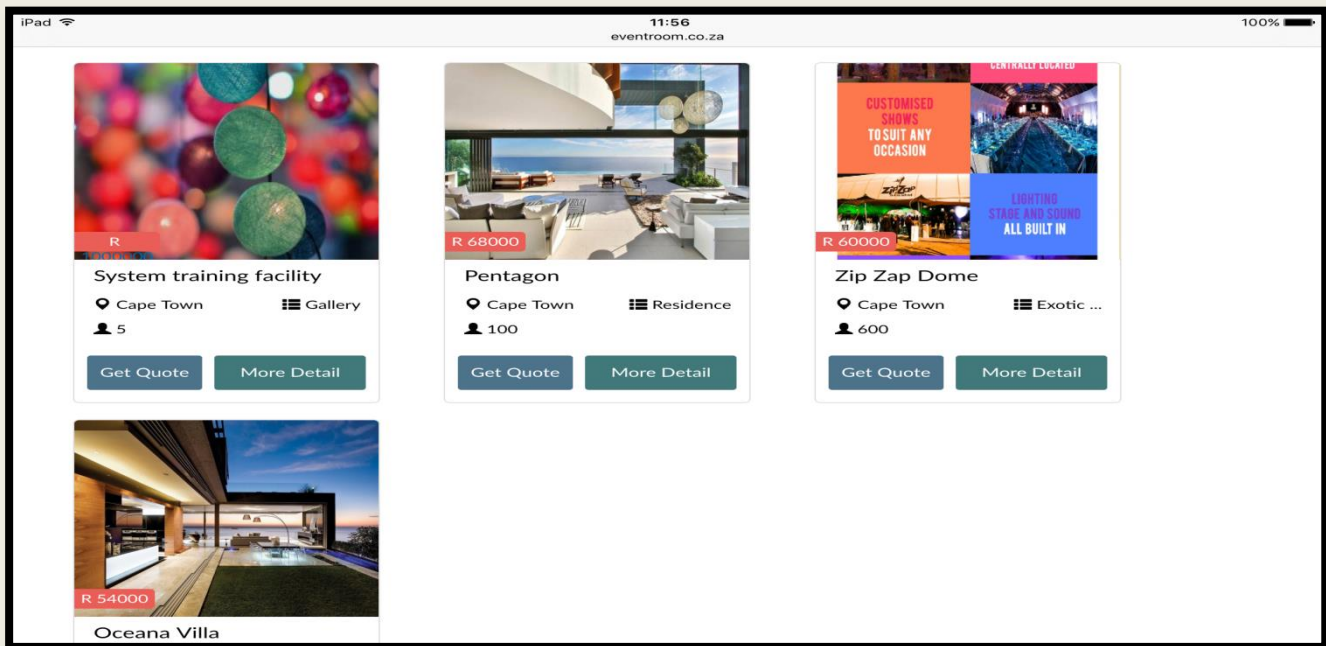
USE CASE NAME:	Get Quote		USE CASE TYPE	
USE CASE ID:	1.5		Business Requirements:	<input checked="" type="checkbox"/>
PRIORITY:	High		System Analysis:	<input type="checkbox"/>
SOURCE:	Meeting Room Booking Form		System Design:	<input type="checkbox"/>
PRIMARY BUSINESS ACTOR:	User			
PRIMARY SYSTEM ACTOR:	None			
OTHER PARTICIPATING ACTORS:	None			
OTHER INTERESTED STAKEHOLDERS:	Office Assistant			
DESCRIPTION:	This use case starts with the user having selected the available listing. The user is presented with a form that has important information that the Office Assistant will need to configure the final price of the booking due to the number of people and amenities they have chosen. The use case concludes with the user submitting the the quote that is sent to OUR email address.			
PRE-CONDITION:	User has to have selected the correct listing			
TRIGGER:	User clicks on 'get quote' button			
TYPICAL COURSE OF EVENTS:	Actor Action	System Response		
	Step1: User Enters the following details onto the form: Company name, Contact person, address, postal code, country, city, cellphone number and email.			
	Step 2: The user enters the expected number of attendees. Based on the the listing it choose, it should only allow the user to select attendees up to the maximum capacity of that venue.			
	Step 3: The user inputs the description of their business' services and their intended us for the venue.			
	Step 4: The user will then indicate the date and time that they would like to use the space.			
	Step 5: The user choose what extras they want.			
	Step 6: User submits the quote			
		Step 7: The System notifies the User that their inquiry has been submitted.		
ALTERNATE COURSES:	Alt-Step 7: The user has left specific fields blank and the quote inquiry can't be submitted.			
CONCLUSION:	The Use case concludes with the user submitting their quote inquiry.			
POST-CONDITION:	User is generating a quote for the right space.			
BUSINESS RULES:	N/A			
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS:	N/A			
ASSUMPTIONS:	N/A			
OPEN ISSUES:	N/A			

A use case narrative of use case 1.5 has the most set of activities, out of necessity it was the only use case that deserved a narrative.

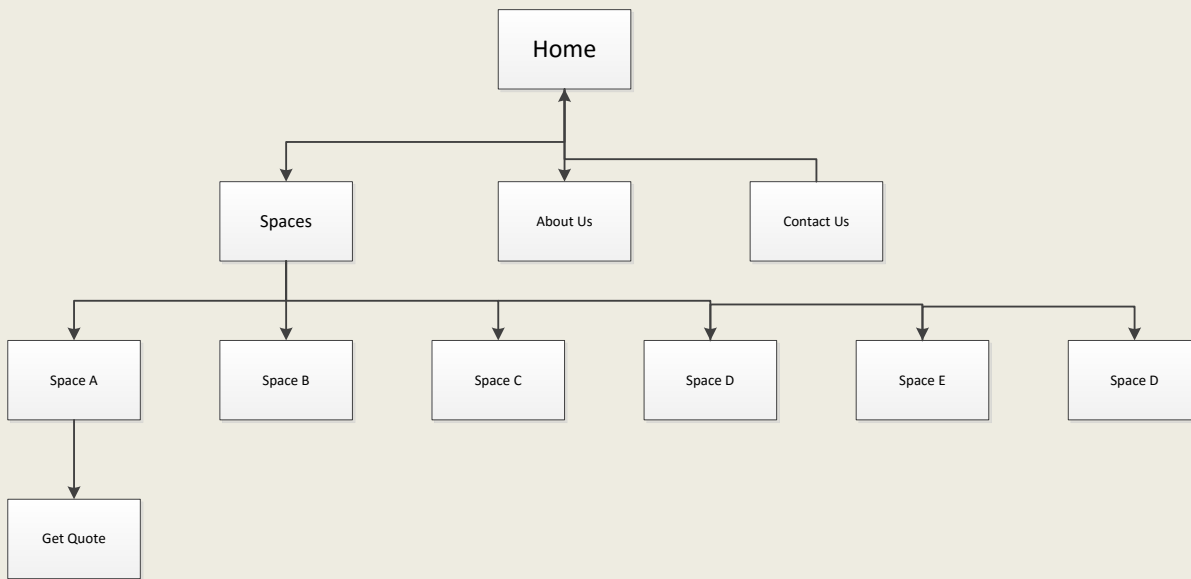
Technical specs

We would like to draw attention to the Eventroom website (www.eventroom.co.za). We feel that the design and functionality is of a good standard. We would like to use it as a template for the style of our website. Please pay attention to the UX interaction and elements surrounding their UI. We would like something similar.

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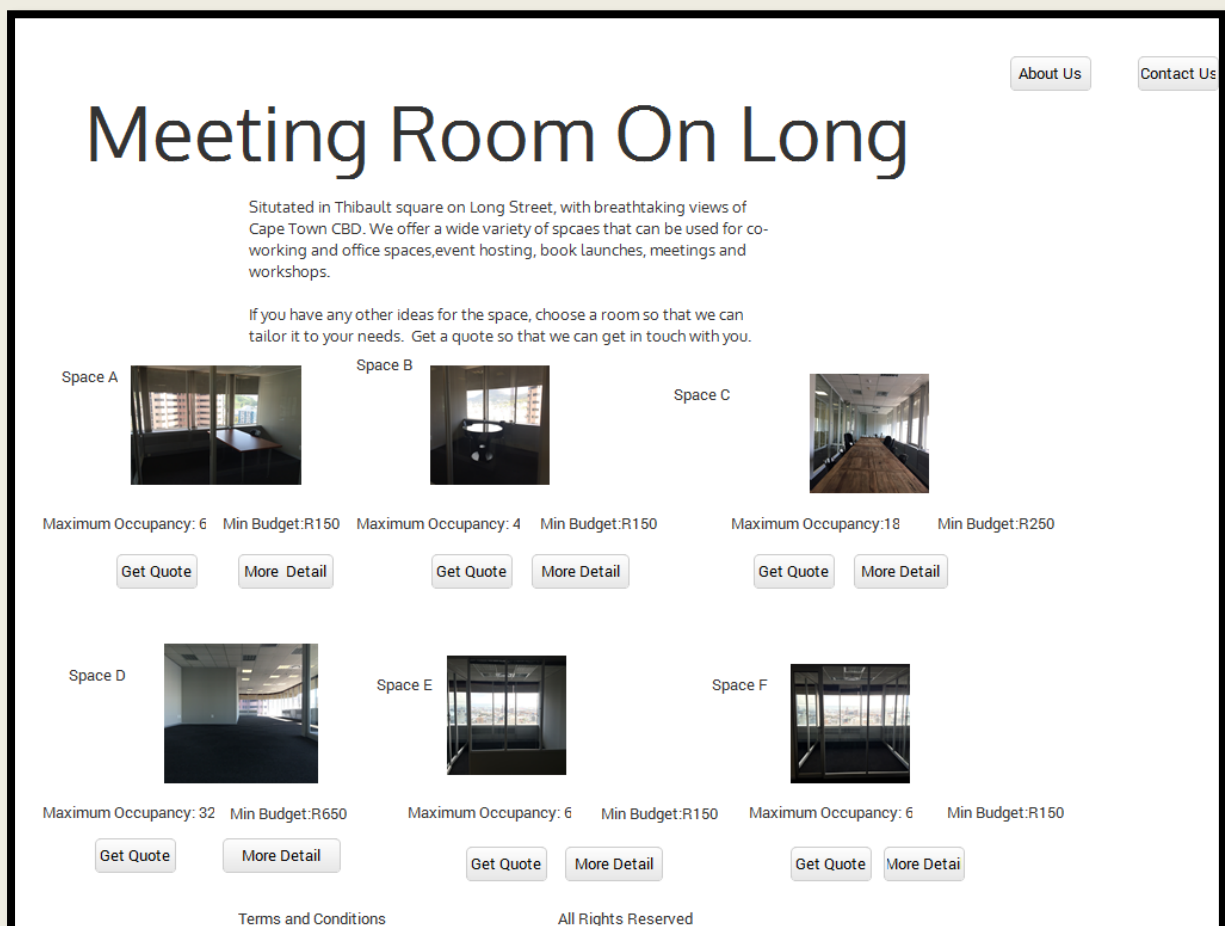
Site Map



Wireframes

The following are screens of the how the content should be displayed according to the site map. Whatever is displayed on the following images is the content we need to be displayed on the website. However, the images are temporary until we can get better high quality images. A zip file is provided for use in the interim.

Home Page



Where it is written 'Term and Conditions', a page should be displayed that lists our terms and conditions. Our terms and conditions are in separate word document.

About Us

On the 'About Us' page, create a nicely styled page with a different background picture of the Cape Town CBD as opposed to the home page. The text on the page should read as follows:

Page | 6

"Meeting Room on Long offers office space of different sizes for individuals with different needs. Our spaces are at affordable rates that will aid entrepreneurs that are looking for co-working and office spaces, cell groups, offsite board meetings, eloquent functions and event hiring.

We envision using this space to allow collaboration of any kind, in the Cape Town CBD to provide a platform for individuals and businesses to fulfil their destinies and make an ever lasting impact on their environment. We go the extra mile to ensure that we can provide everything to make your utilization of our spaces fruitful. "

Contact us

Please put the following text on the 'Contact Us' Page:

"For account related inquires: accounts@meetingplaceonlong.co.za

For general related inquires: info@meetingplaceonlong.co.za

For booking related inquires: booking@meetingplaceonlong.co.za

Telephone number: 021 565 0065

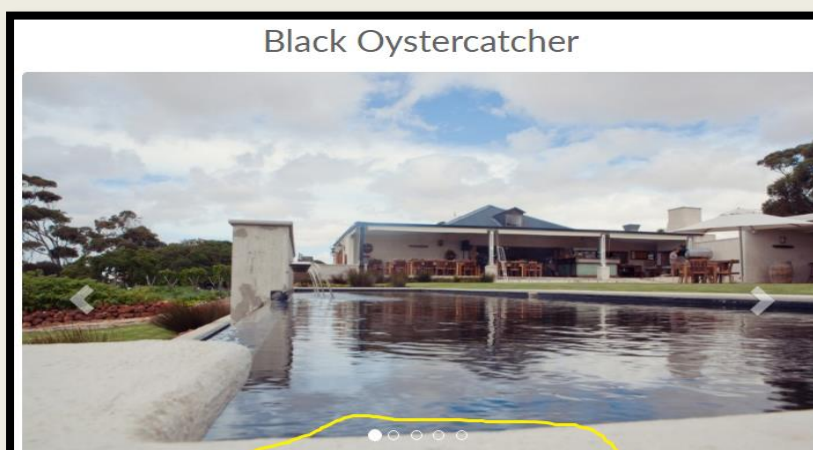
Contact Person: Engulah Phebve"

Please style both of these pages accordingly.

Functional requirements for pages 'Get More detail on Space A - Get More detail on Space F'

The description, amenities and get quote buttons should all be tabs and have responsive functionality. There should also be a back button that should allow users to easily get back to the home page. When the 'get quote' button is clicked, the form should turning into a pop up window on each listing. Take care into styling the form on the 'Get Quote' screens to avoid the user feeling as if they are at home affairs. On the space listing where there is a map indicated; please include the Google Maps API on the page. Here is our address: 20th Floor, 1Thibault Square Long St, Cape Town City Centre, Cape Town, 8000.

On each space listing there are pictures; we would like the picture box to be an image slider that allows the user to view different photos of the listing in the picture box.



Example of Image Slider

More Detail on Space A

Space A

Maximum occupancy: 6 people

Measurements: 10.53m²



Description

This space is ideal for co-working, desks and chairs are provided. You can begin to do your life's best work with one of the best view in the southern hemisphere

Amenities

- Wi-Fi
- Cleaning Service
- Meeting Rooms
- Tea/coffee
- 24/7 access
- Kitchen [21m²]
- Telephone Services
- Print/ Scan/ Copy

Get Quote

More Detail on Space B

Space B

Maximum occupancy: 6 people

Measurements: 8.4m²



Description

This space is ideal for co-working, desks and chairs are provided. You can begin to do your life's best work with one of the best view in the southern hemisphere.

Amenities

- Wi-Fi
- Cleaning Service
- Meeting Rooms
- Tea/coffee
- 24/7 access
- Kitchen [21m²]
- * Projector
- Telephone Services
- Printer

Get Quote

More Detail on Space C

Space C

Maximum occupancy: 18 people

Measurements: 26.85m²



Description

This venue is ideal for board meetings, intimate training workshops or cell groups. Desks and chairs are provided as well as a whiteboard to ensure to your ideas are not lost in translation.

Amenities

- Wi-Fi
- Cleaning Service
- Meeting Rooms
- Tea/coffee
- 24/7 access
- Kitchen [21m²]
- * Projector
- Telephone Services
- Print/ Scan/ Copy

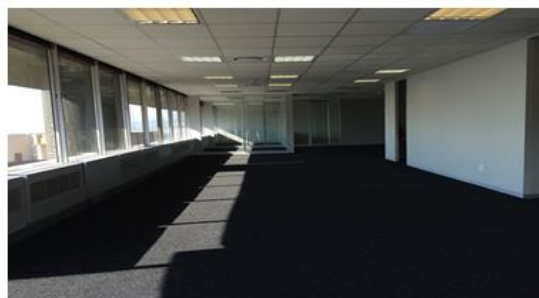
Get Quote

More Detail on Space D

Space D

Maximum occupancy: 20 people

Measurements: 58m²



Description

This workspace is an open-plan area focused around formal and informal meeting and collaboration areas. Ideal for student work groups or startups that are looking for an open environment for breakneck speed collaboration and a view of the west coast to inspire any working individual.

This space can also be rented out as office space. Sections of the space can be easily cornered off to create a reception.

Amenities

- Wi-Fi
- Cleaning Service
- Meeting Rooms
- Tea/coffee
- 24/7 access
- Kitchen [21m²]
- Telephone Services
- Print/ Scan/ Copy

Get Quote

More Detail on Space E

Space E

Maximum occupancy: 6 people

Measurements: 10.53m²



Description

This workspace is an open-plan area focused around formal and informal meeting and collaboration areas. Ideal for student work groups or startups that are looking for an open environment for breakneck speed collaboration and a view of the west coast to inspire any working individual.

Amenities

- Wi-Fi
- Cleaning Service
- Meeting Rooms
- Tea/coffee
- 24/7 access
- Kitchen [21m²]
- Telephone Services
- Printer

[Get Quote](#)

More Detail on Space F

Space F

Maximum occupancy: 6 people

Measurements: 10.53m²



Description

This workspace is an open-plan area focused around formal and informal meeting and collaboration areas. Ideal for student work groups or startups that are looking for an open environment for breakneck speed collaboration and a view of the west coast to inspire any working individual.

Amenities

- Wi-Fi
- Cleaning Service
- Meeting Rooms
- Tea/coffee
- 24/7 access
- Kitchen [21m²]
- Telephone Services
- Printer

[Get Quote](#)

Get Quote

Company Name

Contact Person

Address

Postal Code

Country

Expedeted Number of Attendees

City

Tel

Email

Description of Services & Intended Use of Venue

When would like use the rooms?

Date

Time

Space Chosen for Booking: Space B

Extras: Equipment Hire (Vat. Incl.)

Do you require any of the following?

Projector per Hour

Projector : Half Day

Project: Full Day

Beverages and refreshments

Tea & Coffee

☐

☐

☐

☐

☐

Projector

Whiteboard

Whiteboard Markers

Telephone

WiFi

☐

☐

☐

☐

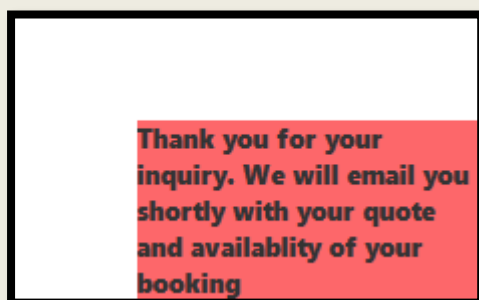
☐

Quote Generation

Submit

As stated above the 'Get Quote' button should bring up a pop up window on the listing.

Confirmation of Quote Submission



Design Brief

There needs to be the appropriate styling of elements across the website. The wireframes are only there to give an indication of where the content on each of the website should go.

Colours

For colours please play around with the following:

Gold : Hex (#806c00) / RGB (128,108,0)

Brown: Hex #1d1905/RGB (29,25,5)

Depending on the outcome of the colours, we might request that they be changed.

Font : Goolge Font Oxygen - <link href="https://fonts.googleapis.com/css?family=**Oxygen**" rel="stylesheet">

Expected Outcomes

Please indicate the expected time it should take to get the website implemented, so that we can test it to ensure that it meets the project sponsor's requirements. Furthermore, the pictures and names of the listing will be changed once we have more professional photos and complete names for the space listings.

We look forward to collaborating with you and the viewing the final product.