College Event Management System

Software Requirements Specification (SRS)

1. Introduction: The purpose of this SRS document is to describe the software requirements for a Clubs Event Management System. The system will provide a comprehensive and streamlined solution for organizing and managing events at the clubs. The system will be used by clubs administrators, event organizers, and attendees to manage the entire event life cycle, from event creation to event completion.
2. User Requirements: The Clubs Event Management System will cater to the needs of three main groups of users:

a) Clubs Administrators: They will be responsible for setting up and managing events, as well as monitoring attendance and feedback from attendees.

b) Event Organizers: They will be responsible for creating, managing and promoting events.

c) Attendees: They will be able to view upcoming events, register for events, and provide feedback after the event.

1. Functional Requirements: a) Event Creation: Event organizers will be able to create events, specify event details such as date, time, location, and attendees. b) Registration: Attendees will be able to register for events, providing contact and personal information. c) Payment Processing: Attendees will be able to make payments for events online. d) Attendance Tracking: The system will be able to track attendance and provide reports on attendance. e) Feedback: Attendees will be able to provide feedback on events after they have taken place. f) Reporting: The system will provide various reports on events, including attendance reports and feedback reports.
2. Non-Functional Requirements: a) Performance: The system should be able to handle a large number of events and attendees with minimal response times. b) Reliability: The system should be reliable and available 24/7. c) Security: The system will be designed to meet industry-standard security requirements to protect sensitive user information. d) User-friendly: The system will have an intuitive and user-friendly interface.
3. User Interface Requirements: a) The user interface will be designed to be easy to use and accessible to all users. b) The interface will be responsive and mobile-friendly.
4. Technical Requirements: a) The system will be developed using web technologies, such as HTML, CSS, JavaScript. b) The system will use a relational database, such as MySQL,mongo DB to store event and user information.
5. Testing Requirements: a) The system will be thoroughly tested prior to release to ensure that all functional and non-functional requirements are met. b) User acceptance testing will be performed to ensure that the system meets the needs of all stakeholders.
6. Maintenance Requirements: a) The system will require ongoing maintenance and support, including bug fixes, software updates, and user support. b) The system will be regularly reviewed to ensure that it continues to meet the needs of the clubs and its users.
7. Conclusion: The Clubs Event Management System will provide a comprehensive solution for organizing and managing events at the clubs. The system will be designed to meet the needs of all stakeholders, providing a user-friendly, reliable, and secure solution for event management. This SRS document outlines the requirements for the system, providing a clear and concise description of the software to be developed.

**Introduction**

The College Event Management System is a software application designed to streamline the planning, organization, and execution of events at a college or university. This system aims to simplify the process of event management by providing a centralized platform for all event-related activities. It will enable the college to manage multiple events in an efficient and effective manner, reducing the time and effort required to coordinate events.

This system will provide a range of functionalities to manage events, including creating and managing event schedules, managing attendees, and tracking event expenses. The system will also provide tools for communication and collaboration among event organizers, participants, and other stakeholders. Additionally, the system will generate reports and provide analytics to help the college understand the impact of events and identify areas for improvement.

The College Event Management System will improve the overall event management process by providing a single platform for event information and resources. It will allow the college to achieve greater efficiency and cost-effectiveness in event management, and provide a better experience for attendees.

**User Requirements for a College Club Event Management System:**

1. Event creation and management: Users should be able to create and manage events, including setting event details such as name, location, date, time, and description.
2. Attendee management: Users should be able to manage attendees, including adding new attendees, viewing attendees list, and exporting attendee information to a spreadsheet.
3. Online registration: Users should be able to allow attendees to register for events online, including the option to register as an individual or a group.
4. Payment processing: Users should be able to process payments for events, including the option to accept online payments.
5. Communication tools: Users should be able to communicate with attendees, including sending emails, SMS messages, and push notifications.
6. Reporting and analytics: Users should be able to access reports and analytics to track event attendance and performance.
7. User management: Users should be able to manage user accounts, including adding new users, assigning roles and permissions, and resetting passwords.
8. Mobile compatibility: The system should be accessible on mobile devices, including the ability to manage events and attendees on the go.
9. Security: The system should be secure, including the option to secure sensitive data with encryption and access controls.

**Functional Requirements for Club Event Management System**

1. Event Creation: The Club Event Management System should allow users to create and manage events, including setting event details such as date, time, location, and type of event.
2. Guest Management: The system should allow users to manage guests, including adding and editing guest information, sending invitations, and tracking RSVPs.
3. Schedule Management: The system should allow users to manage the schedule of events, including scheduling events, managing conflicting events, and generating reports on event schedules.
4. Resource Management: The system should allow users to manage resources needed for events, such as equipment, supplies, and personnel, and track resource availability.
5. Marketing and Promotion: The system should allow users to promote events, including sending email invitations, promoting events on social media, and tracking the success of marketing campaigns.
6. Reporting and Analytics: The system should allow users to view and analyze data related to events and event planning, including generating reports on ticket sales, event attendance, and revenue.
7. User Management: The system should allow users to manage user accounts, including adding and editing user information, setting user permissions, and tracking user activity.
8. Mobile Access: The Club Event Management System should be accessible from mobile devices, such as smartphones and tablets, allowing users to access information and tools on the go.

**Non-Functional Requirements for Clubs Event Management System**

1. Performance: The Clubs Event Management System should be able to handle large amounts of data and user traffic without slowing down or crashing. It should respond to user requests quickly and efficiently.
2. Scalability: The system should be scalable, meaning it should be able to accommodate increased demand and growth over time, without requiring significant changes or upgrades.
3. Security: The Clubs Event Management System should be secure, protecting sensitive data from unauthorized access, hacking, and data theft.
4. Reliability: The system should be reliable, meaning it should be available and usable when users need it, without experiencing downtime or errors.
5. Usability: The system should be easy to use, with a user-friendly interface that is simple and intuitive. It should be designed with the user in mind, with clear and concise language, simple and easy-to-use controls, and a visually appealing design.
6. Interoperability: The system should be able to integrate seamlessly with other systems and tools used by the clubs, allowing users to access the information they need in a seamless and integrated manner.
7. Data Management: The system should be able to store, manage, and retrieve large amounts of data related to events and event planning, with the ability to export data as needed.
8. Compliance: The Clubs Event Management System should comply with relevant regulations, standards, and policies, such as privacy laws, data protection laws, and accessibility standards.
9. Maintainability: The system should be maintainable, meaning it should be easy to upgrade, modify, and repair as needed, with minimal disruption to users.
10. Technical Support: The system should include technical support for users, providing assistance with installation, configuration, and troubleshooting as needed.

**User Interface for College Event Management System**

1. Intuitive Navigation: The Clubs Event Management System should have a clear and intuitive navigation structure, making it easy for users to find the information and tools they need.
2. User-Friendly Design: The user interface should be designed with the user in mind, using clear and concise language, simple and easy-to-use controls, and a visually appealing design.
3. Customizable Dashboard: The system should have a customizable dashboard that allows users to personalize the information and tools they see, based on their role and responsibilities.
4. Responsive Design: The user interface should be designed to be responsive, meaning it should be easily accessible and usable on different devices, such as laptops, tablets, and smartphones.
5. Data Visualization: The system should use data visualization, such as charts, graphs, and maps, to help users understand and interpret data more effectively.
6. Event Scheduling: The system should have a feature for scheduling and organizing events, allowing users to see a calendar view of events, and quickly create and manage events.
7. Task Management: The system should have a task management feature, allowing users to create, assign, and track tasks related to event planning and execution.
8. Real-Time Updates: The system should provide real-time updates on event progress, changes, and status, allowing users to stay informed and take action as needed.
9. Search and Filtering: The system should have a powerful search and filtering feature, allowing users to quickly find the information and tools they need.
10. Accessibility: The user interface should be designed to meet accessibility standards, making it easy for users with disabilities to use the system.

**Technical Requirements for Club Event Management System**

1. Operating System: The Club Event Management System should be compatible with popular operating systems such as Windows, MacOS, and Linux.
2. Database: The system should use a robust and reliable database management system, such as MySQL, mongo DB, or Microsoft SQL Server, to store and manage data related to events and event planning.
3. Web Server: The system should be built on a robust and scalable web server, such as Apache or Nginx, to handle large amounts of user traffic and data.
4. Programming Languages: The system should be developed using popular programming languages, such as java script, python etc. to ensure compatibility and reliability.
5. Data Backup: The system should have a data backup and recovery plan, ensuring that important data is not lost in the event of a system failure or disaster.
6. Mobile Access: The Club Event Management System should be accessible from mobile devices, such as smartphones and tablets, allowing users to access information and tools on the go.
7. Reporting and Analytics: The system should include robust reporting and analytics features, allowing users to view and analyze data related to events and event planning.
8. Integration with Other Systems: The system should be able to integrate seamlessly with other systems and tools used by the club, such as email systems, and social media platforms.

**Testing Requirements for Clubs Management System**

1. Functionality Testing: The Clubs Management System will undergo functional testing to ensure that all of its features and functionalities are working as intended.
2. User Acceptance Testing: User Acceptance Testing (UAT) will be performed to ensure that the system meets the needs and expectations of the users. UAT will involve representative users testing the system in a controlled environment.
3. Performance Testing: Performance testing will be performed to ensure that the system can handle large amounts of data and user traffic without slowing down or crashing.
4. Security Testing: The Clubs Management System will undergo security testing to ensure that it is protected against potential security threats, such as hacking, data theft, and unauthorized access.
5. Compatibility Testing: Compatibility testing will be performed to ensure that the Clubs Management System is compatible with different operating systems, browsers, and hardware configurations.
6. Usability Testing: Usability testing will be performed to ensure that the system is user-friendly and easy to use.
7. Regression Testing: Regression testing will be performed to ensure that any changes or upgrades to the system do not negatively impact existing functionality.
8. Integration Testing: Integration testing will be performed to ensure that the Clubs Management System integrates seamlessly with other systems and tools used by the clubs.
9. Stress Testing: Stress testing will be performed to ensure that the system can handle high levels of user traffic and data without slowing down or crashing.
10. Accessibility Testing: Accessibility testing will be performed to ensure that the Clubs Management System is accessible to users with disabilities.

**Maintenance Requirements for Clubs Management System**

1. Software Updates: The Clubs Management System will require regular software updates to fix bugs, improve performance, and add new features. The software development team will be responsible for providing these updates in a timely manner.
2. Bug Fixes: The system should be tested regularly to identify and fix any bugs that may arise. The software development team will be responsible for fixing any bugs that are reported by users.
3. Data Security: The Clubs Management System will implement industry-standard security measures to protect sensitive user information, such as passwords and personal data.
4. Documentation: Detailed documentation of the system's architecture, design, and operation will be maintained to assist with future maintenance and support.
5. Performance Monitoring: The Clubs Management System will be monitored regularly to ensure that it is functioning optimally. Performance issues will be identified and addressed promptly.
6. Compliance: The Clubs Management System will be reviewed regularly to ensure that it complies with relevant laws, regulations, and best practices.
7. Training: Regular training sessions for users will be provided to ensure that they are able to use the system effectively.
8. Regular Review: The Clubs Management System will be reviewed regularly to ensure that it continues to meet the needs of the clubs and its users. Any necessary changes or improvements will be made in a timely manner.

**Conclusion**

In conclusion, a College Event Management System is an essential tool for colleges and universities to effectively plan, organize, and execute events. The system provides a centralized platform for managing all aspects of an event, from event creation to attendee management and payment processing. The system offers a range of features that streamline the event planning process and provide valuable insights into event performance and attendee behavior.

By using a College Event Management System, colleges and universities can save time and resources, improve event attendance and satisfaction, and increase the overall success of their events. The system provides a secure, centralized platform for managing event information and helps to eliminate the risk of errors or miscommunications.

In today's fast-paced world, a College Event Management System is an essential tool for colleges and universities to stay ahead of the curve and provide exceptional event experiences to their attendees. The system provides a powerful solution for managing events, and its benefits are numerous, including increased efficiency, reduced costs, and improved attendee satisfaction.

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