

## Project Development Phase

### No. Of Functional Features Included In The Solution

Date	03 Nov 2023
Team ID	NM2023TMID04665
Project Name	Build an Event Management System using Salesforce

#### **Event Creation and Management:**

Admins can create and manage events, including details like event name, date, time, location, description, and type.

#### **Attendee Registration:**

Attendees can register for events, providing necessary information such as name, contact details, and any specific preferences.

#### **Vendor Selection and Coordination:**

Admins can select and coordinate with vendors providing services or products for the event, including catering, equipment rental, etc.

#### **Speaker Management:**

Admins can manage speakers for the event, including selecting, scheduling, and communicating with them.

#### **Notification and Communication:**

Automated notifications and reminders can be sent to attendees, vendors, and speakers regarding event details, updates, and deadlines.

#### **Feedback Collection:**

Attendees, vendors, and speakers can provide feedback on the event, helping organizers assess its success and areas for improvement.

#### **Reporting and Analytics:**

Admins can generate reports on various event metrics, such as attendance rates, feedback scores, and vendor performance.

**Data Centralization:**

All event-related data, including attendee information, vendor details, speaker profiles, and event schedules, is stored centrally for easy access and management.

**User Roles and Permissions:**

Different user roles (admin, attendee, vendor, speaker) with varying levels of access and permissions to ensure data security and privacy.

**Integration with External Platforms:**

Integration with external systems for tasks like sending invitations, collecting RSVPs, and managing payment processing (if applicable).

**Scalability and Customization:**

The system is designed to accommodate a growing number of events, attendees, vendors, and speakers. It also offers customization options for tailoring the system to specific event management needs.

**Cost-Effectiveness Measures:**

Implementation of processes and automation to reduce manual efforts and minimize costs associated with event planning and management.

**Compliance and Security Measures:**

Ensuring compliance with data protection regulations and implementing security measures to protect sensitive information.

**User Training and Support:**

Providing training materials and support resources for administrators and end-users to effectively utilize the system.