

Project Requirements Document - Event Tracking System

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Project Description

The event tracking system will be a web service used to track event information along with the ability to recruit volunteers for specific jobs.

Service Need/Scope

Organizers have a need for easily maintaining their events and the volunteers that want to contribute. Organizations will be able to manage events and slots. Users will be able to see events by specific organizations and then volunteer for specific slots. The Event Tracking System is mainly created for events at Georgia Gwinnett College however can be adapted to general use.

Technical Challenges/Issues

Creating a system that is flexible and allows for many different organizations with different needs is an issue. Current events being held at GGC have their own methods of organizing their event with no structure across different organizers.

Timeline

Requirements Document Draft	Aug 31, 2018
Requirements Phase	Week of Sep 24, 2018
Client Checkpoint	Week of Oct 24, 2018
Final Product Delivery	Week of Nov 26, 2018
Demos at CREATE symposium	Nov 29, 2018 @2pm

Requirements

Functional Requirements

Primary:

1. Users(Volunteers) must be able to see events by date(s) along with the time slots for that event.
2. Users(Volunteers) must be able to apply to the time slots of an event.
3. Users(Volunteers) must be able to withdraw from an event.
4. Users(Organizers) must be able to manage Volunteers .
5. Users(Organizers) must be able to manage Events.

Secondary:

1. Users can receive email notification reminders for events they signed up to.
2. Users(Organizers) can see the amount of which volunteer has participated more.

Technical Requirements

Primary:

1. Cross-browser / platform support (IE, Chrome, Safari, Firefox - PC and Mac)
2. RESTful API for future proofing.
3. Code with acceptable level of documentation.
4. Mobile-friendly website.

Secondary:

1. Statistics and reporting.
2. Mobile Application using same API as website.

Project Constraints

Knowledge constraints: RESTful API is unfamiliar for the team and will require some research to properly utilize in order to accomplish client's demands.

Communication Plan

The team will use Discord to discuss details about the project. Also the team will work with the client to meet face to face or voice chat meetings at different points in the process to ensure project is going as planned.