

Requirements Gathering

EventoPlanneur

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1. Project Overview?

The website is a complete platform designed to make event management and coordination easier. It serves event organizers, attendees and service providers and offers user-friendly interfaces for easy navigation. Key features include event creation, registration, and service booking, facilitated by real-time notifications and advanced search algorithms. The technical and operational feasibility of the project is ensured by a skilled development team and a thorough feasibility analysis. With financial viability supported by a cost-benefit assessment, the site promises to revolutionize event planning and provide a seamless experience for all users.

2. To what extend the system is proposed for?

The proposed system aims to provide a comprehensive solution that covers various aspects of event management and coordination. It serves a wide variety of users, including event organizers, participants, and service providers. System features include event creation, registration, service booking, real-time notifications, and advanced search algorithms. With a focus on user-friendliness and continuous operation, the system aims to improve the overall event management experience and facilitate effective communication and coordination between all stakeholders. The scope it offers covers handling transactions of different types, sizes, and complexities, making it suitable for different industries and transaction scenarios.

3. Specify the Viewers/Public which is to be involved in the System?

Event Organizers, Attendees, Service Providers, and General Public are involved in the system.

4. List the Modules included in your System?

Admin, Organizer, Attendee, Service Provider are the modules for event management system.

5. Identify the users in your project?

Admin, Event Organizer, Attendee, and Service Provider are the users.

6. Who owns the system?

Administrator

7. System is related to which firm/industry/organization?

Event management or Project Management

8. Details of person that you have contacted for data collection?

BIJU EMMANUEL, RESTAURANT MANAGER, STEERS GROUP OF RESTAURANTS, KUWAIT

9. Questionnaire to collect details about the project?

I. What types of events do you manage?

Diverse range of events, including conferences, corporate meetings, weddings, trade shows, exhibitions, social gatherings, and more.

II. How do you ensure smooth event coordination for large gatherings?

For large gatherings, focus on planning, efficient logistics, and gather a capable team.

III. How do you handle unexpected challenges during events?

Rely on experience and quick decision-making skills. Have possibility plans in place to address issues on time while maintaining event quality.

IV. How do you manage event budgets and cost optimization?

Carefully plan the budget with the client's goals in mind and negotiate with vendors for cost-effective solutions. Track expenses, prioritize spending, and find creative ways to optimize costs.

V. How do you handle vendor and service provider coordination?

Establish strong relationships with reliable vendors and service providers. Clear communication, contracts, and regular updates ensure seamless coordination and smooth execution.

VI. How do you ensure client satisfaction?

Client satisfaction is supreme. Maintain open communication, understand their vision, and deliver personalized solutions. Post-event feedback and evaluations help to continuously improve services.

VII. What are the challenges faced?

The biggest challenges include manual processes, limited reach, communication gaps, data management issues, and resource optimization difficulties.

VIII. How to attract new customers?

To attract new customers for an event management business, leverage online presence, referrals, networking, email marketing, and partnerships while providing excellent customer service.

IX. How do you handle last-minute changes or emergencies during events?

During events, maintain open communication, implement likelihood plans, and rely on a strong network of service providers to handle last-minute changes and emergencies efficiently.

X. What are the key factors you consider when selecting event venues and service providers?

When selecting event venues and service providers, prioritize factors such as location, capacity, facilities, reputation, cost-effectiveness, reliability, past client reviews, and their ability to meet specific event requirements and preferences.