

# Requirements Analysis Document

## Domain

Event Management & Coordination

## Problem Statement

Event Management & Coordination Platform (EMCP)

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### 1. Preface

#### 1.1 Expected Readership

This Software Requirements Specification (SRS) document is intended for faculty evaluators, project reviewers, system analysts, designers, and developers involved in the academic development of the **Event Management & Coordination** Platform. The document is written in clear English to ensure the system scope, actors, and requirements are easily understood.

#### 1.2 Version History

- **Version 1.0:** Initial version of the Requirements Analysis Document. This version documents the finalized problem statement, actors, features, and system requirements.

#### 1.3 Summary

This document establishes the baseline for the project. Future revisions may include refinements based on faculty feedback or changes in project scope.

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## **2. Introduction**

### **2.1 Need for the System**

Event Management & Coordination involves planning, organizing, executing, and evaluating events such as academic seminars, workshops, and cultural programs. Currently, activities like registrations, venue booking, and staff coordination are managed manually or using disconnected tools. This leads to scheduling conflicts, data inconsistency, and difficulty in tracking event performance.

### **2.2 System Overview and Functions**

The Event Management & Coordination Platform is a centralized system designed to support event registration, resource allocation, execution, and analytics. The system provides functionality such as:

- Event creation and scheduling.
- Attendee registration and attendance tracking.
- Venue and resource management to prevent double-booking.
- Staff allocation and task management.
- Post-event reporting and analytics.

### **2.3 Interaction with Other Systems**

The platform may interact with:

- Institutional databases for student/staff verification.
- Notification services (email/SMS) for event updates.
- Venue availability calendars.

## 2.4 Business and Strategic Objectives

The platform aims to:

- Improve efficiency in organizing academic and cultural events.
- Ensure transparency in resource and venue allocation.
- Provide centralized data for post-event analysis.

## 3. Glossary

Term	Definition
Event	A planned organized activity like a seminar, workshop, or fest.
Attendee	A person who registers for and participates in an event.
Organizer	The person responsible for planning and managing events.
Venue	The physical location where the event is conducted.
Resource	Equipment or facilities required for an event.
Staff	Personnel assigned to support event execution.

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## 4. User Requirements Definition

### 4.1 User Services (Functional Requirements)

#### 4.1.1 Event Organizer

- The system shall allow organizers to create and update events.
- The system shall allow organizers to define event schedules and assign venues.

- The system shall allow organizers to allocate staff and resources to specific events.
- The system shall allow organizers to view post-event reports.

#### 4.1.2 Attendee

- The system shall allow attendees to register for available events.
- The system shall allow attendees to view event details and receive updates.
- The system shall allow attendees to mark their attendance.

#### 4.1.3 Staff/Coordinator

- The system shall allow staff to view their assigned events.
- The system shall allow staff to update event execution status.

#### 4.1.4 Admin

- The system shall allow admins to manage venue lists and resource inventory.
- The system shall allow admins to manage staff details and system configurations.

### 4.2 Non-Functional User Requirements

- **Usability:** The system shall be intuitive for users with varying technical skills.
- **Availability:** The system shall be available for registration 24/7.
- **Integrity:** The system shall prevent double-booking of venues.

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## 5. System Architecture

### 5.1 High-Level Architectural Overview

The platform follows a modular architecture consisting of:

- **User Management Module:** Handles authentication for Organizers, Attendees, Staff, and Admins.
  - **Event Management Module:** Handles event creation, scheduling, and modifications.
  - **Resource & Venue Module:** Manages inventory and location conflicts.
  - **Registration Module:** Handles attendee sign-ups and capacity checks.
  - **Reporting Module:** Generates attendance and execution reports.
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## 6. System Requirements Specification

### 6.1 Functional Requirements

- The system shall support secure user authentication for all roles.
- The system shall validate venue availability before confirming an event.
- The system shall generate a confirmation upon successful attendee registration.
- The system shall allow real-time status updates during event execution.

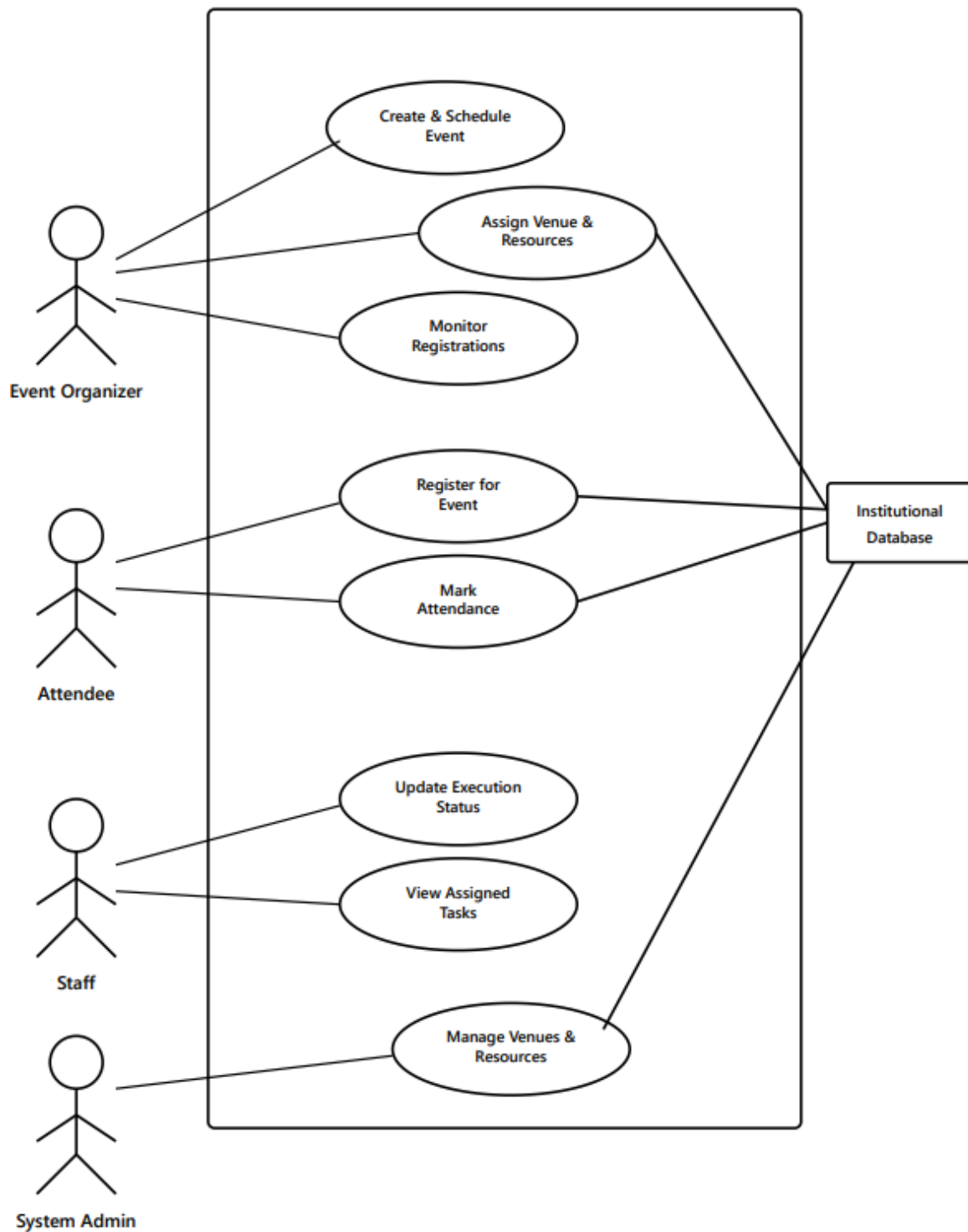
### 6.2 Non-Functional Requirements

- **Performance:** The system shall handle concurrent registrations during high-demand events (e.g., fests).
- **Security:** The system shall protect attendee personal data.
- **Reliability:** The system shall maintain accurate records of attendance and resource usage.

## 7. System Models

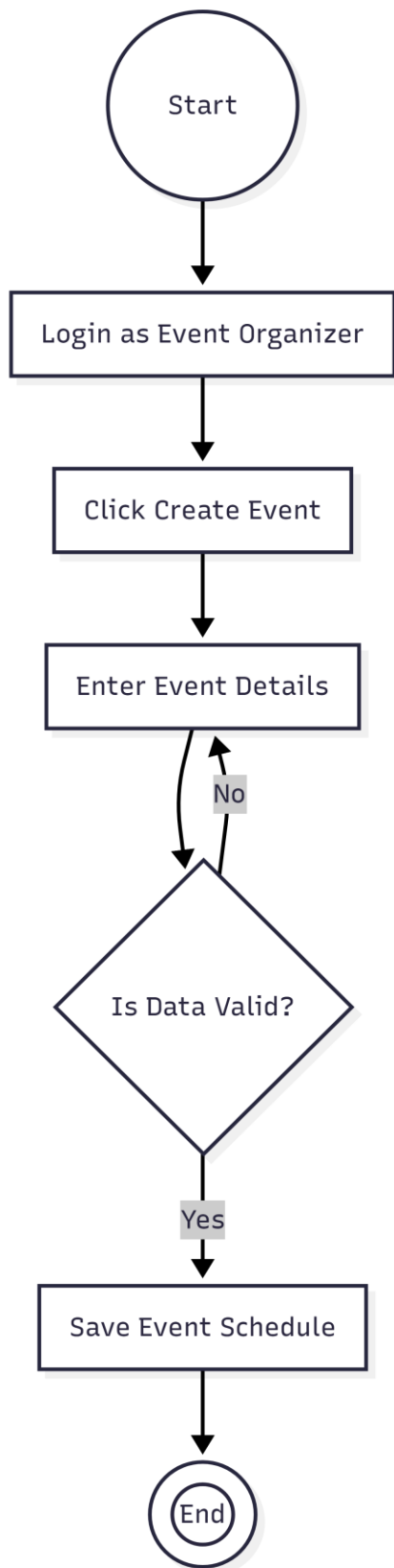
This section contains the Use Case Diagram, Activity Diagrams, and Sequence Diagrams representing the system workflows.

### 7.1 Use Case Diagram

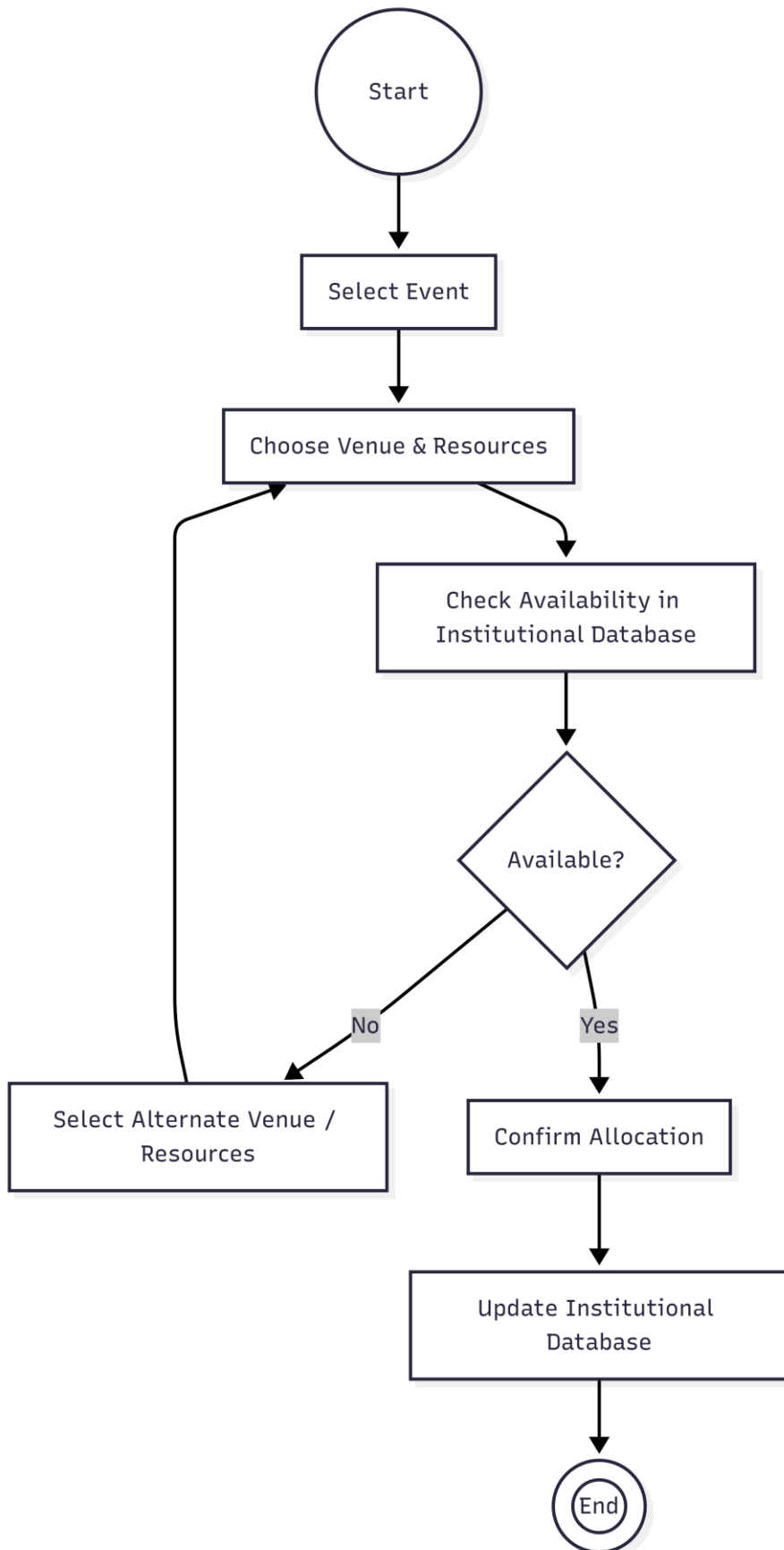


## 7.2 Activity Diagrams

### Activity 1: Create and Schedule Event

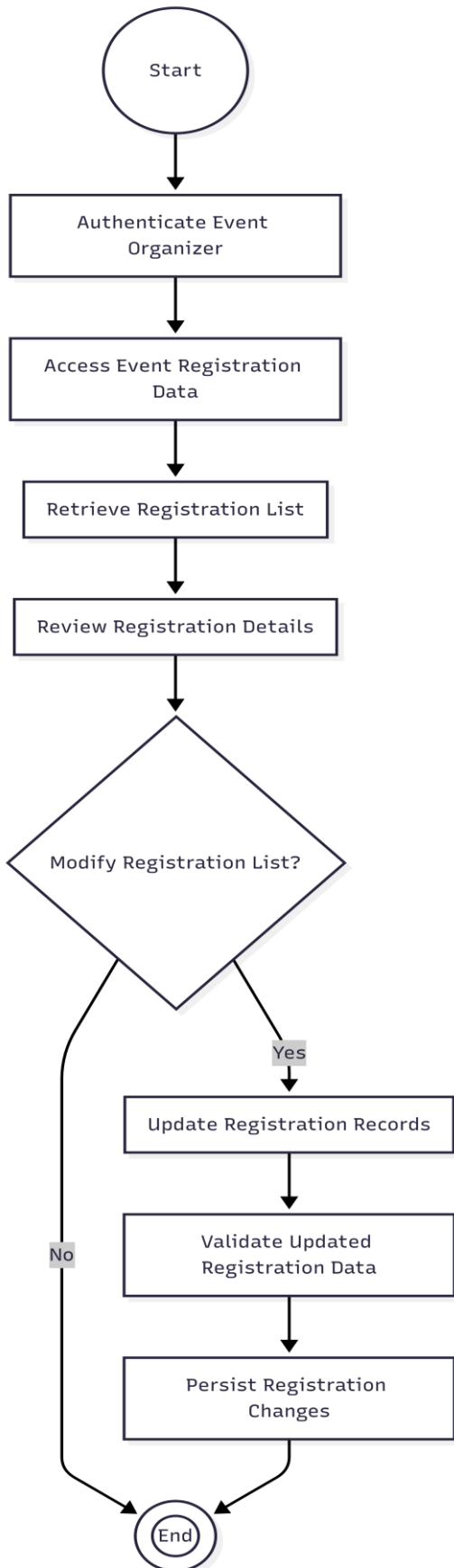


## Activity 2: Assign Venue & Resources

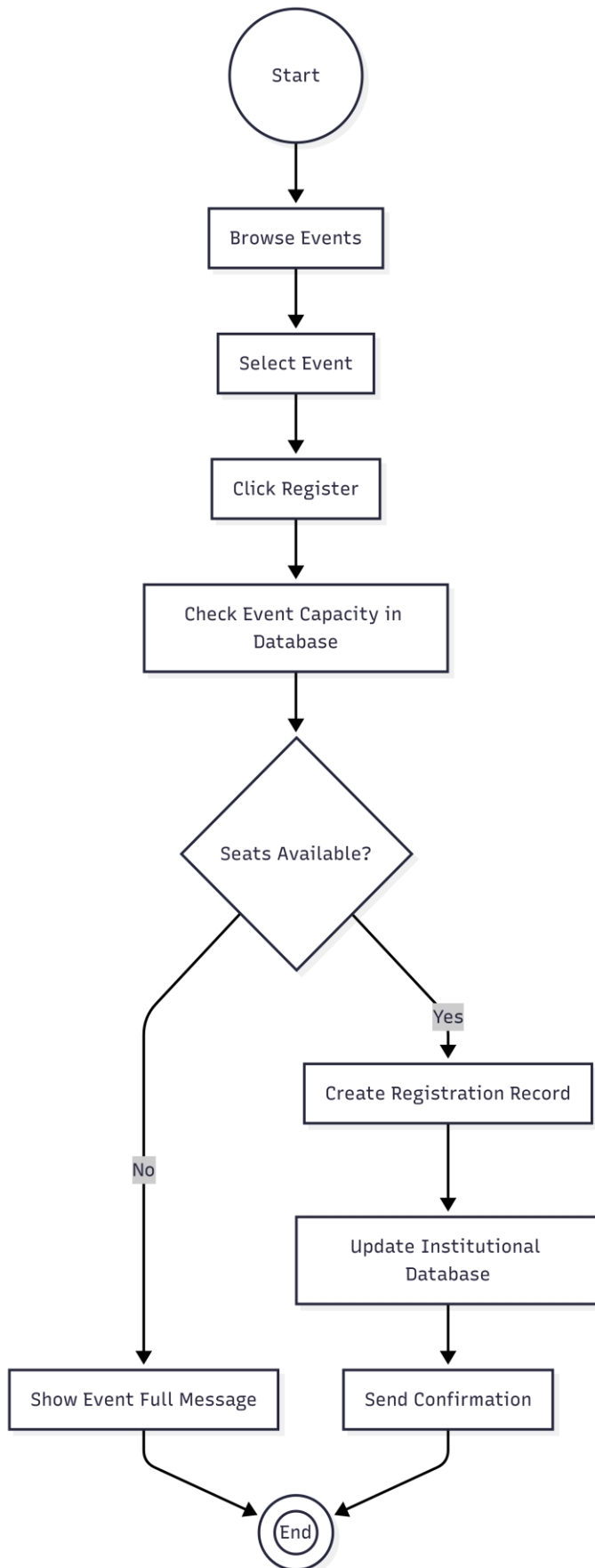




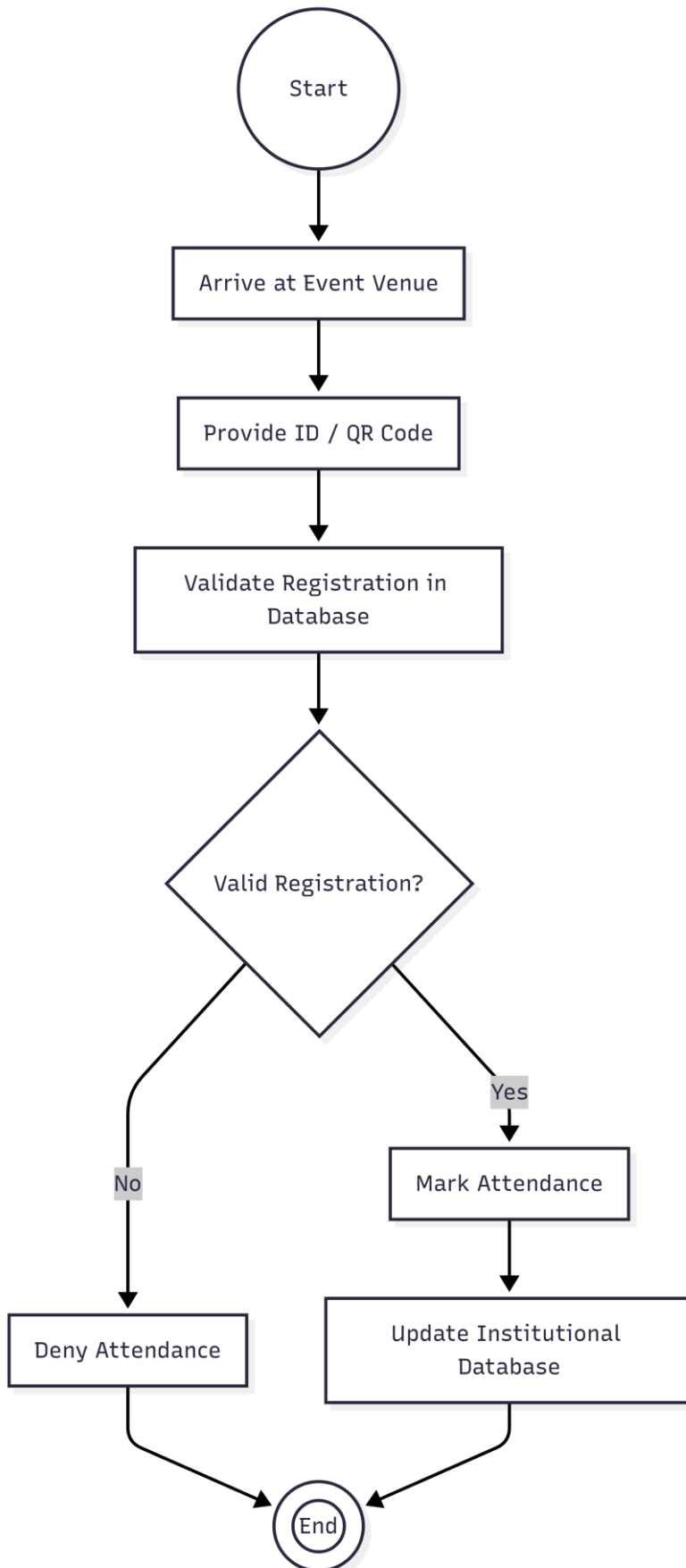
### Activity 3: Monitor Registrations



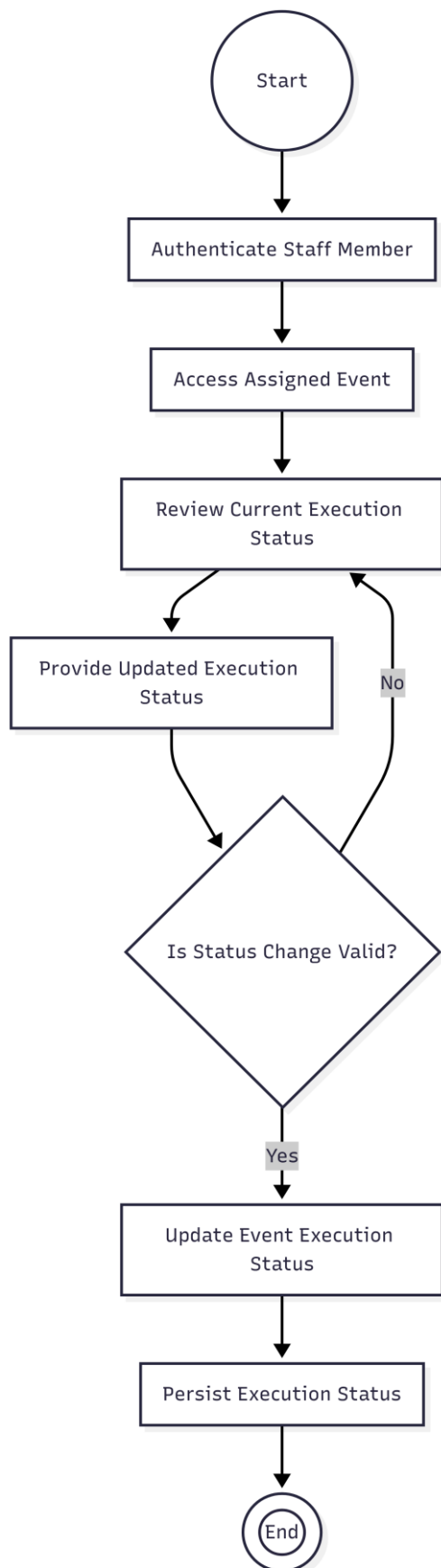
## Activity 4: Register for Event



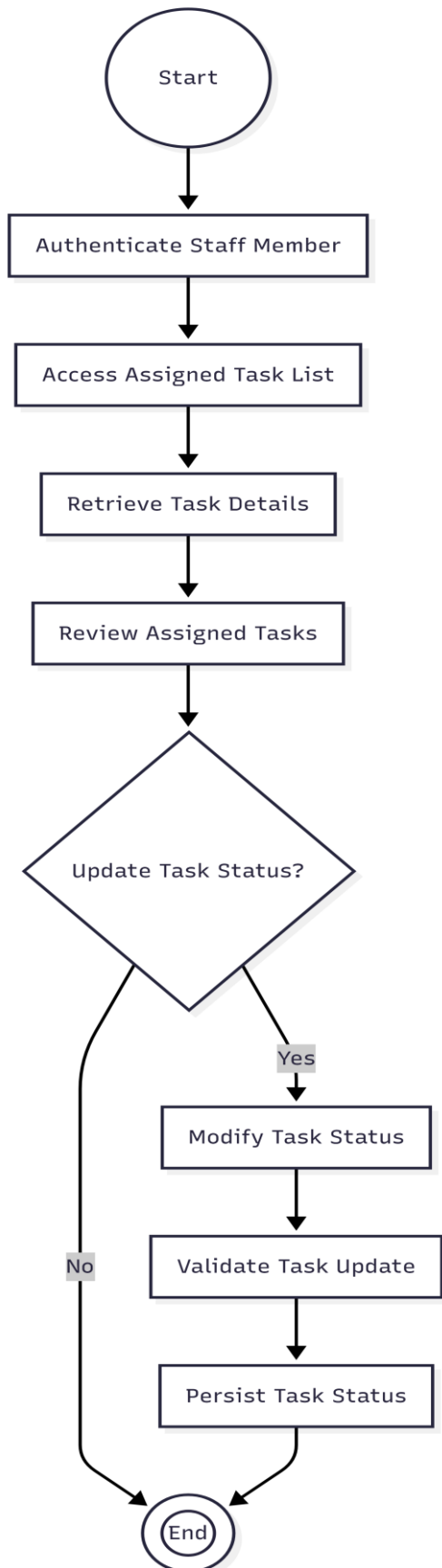
## Activity 5: Mark Attendance



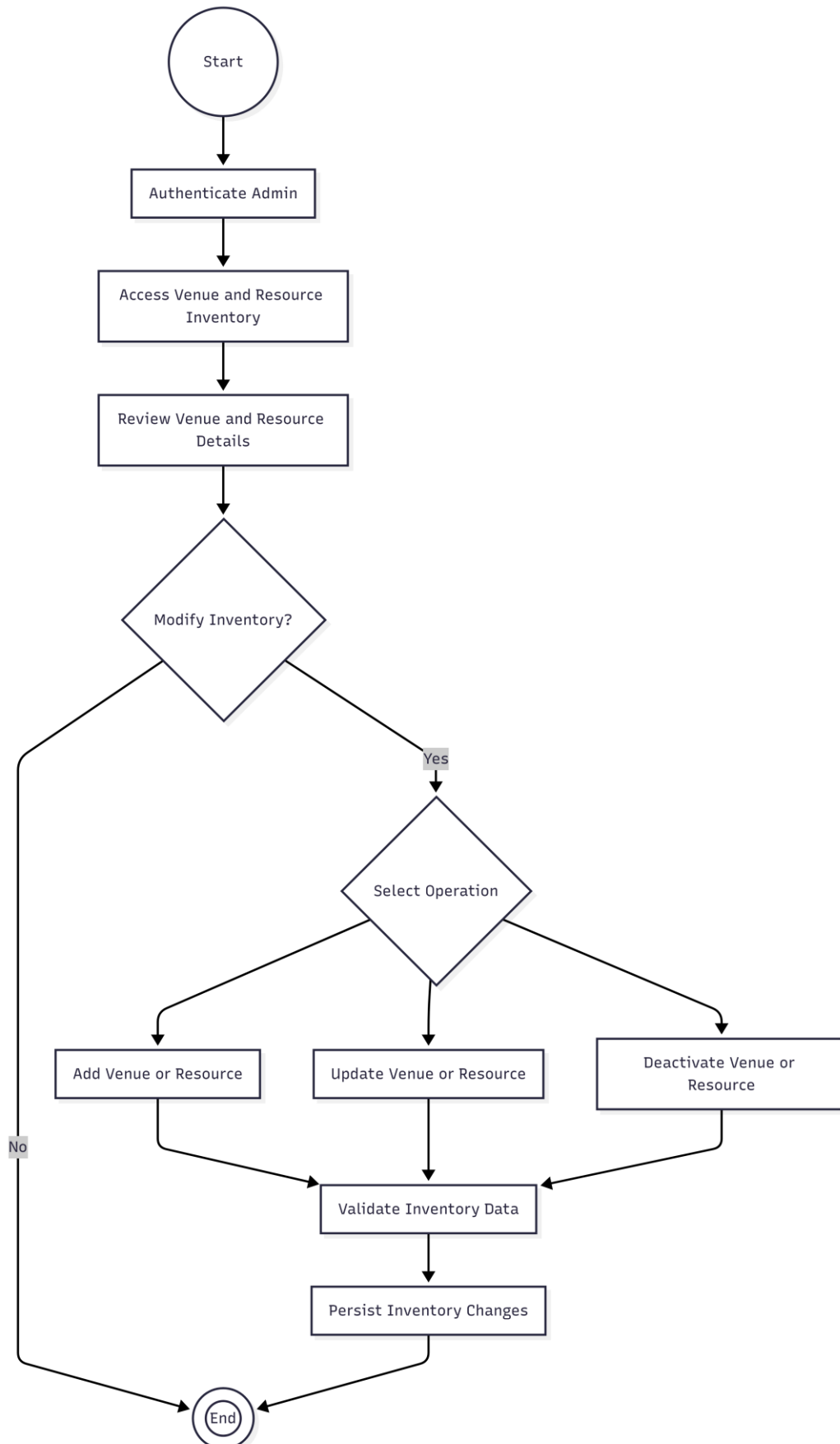
## Activity 6: Update Execution Status



## Activity 7: View Assigned Tasks

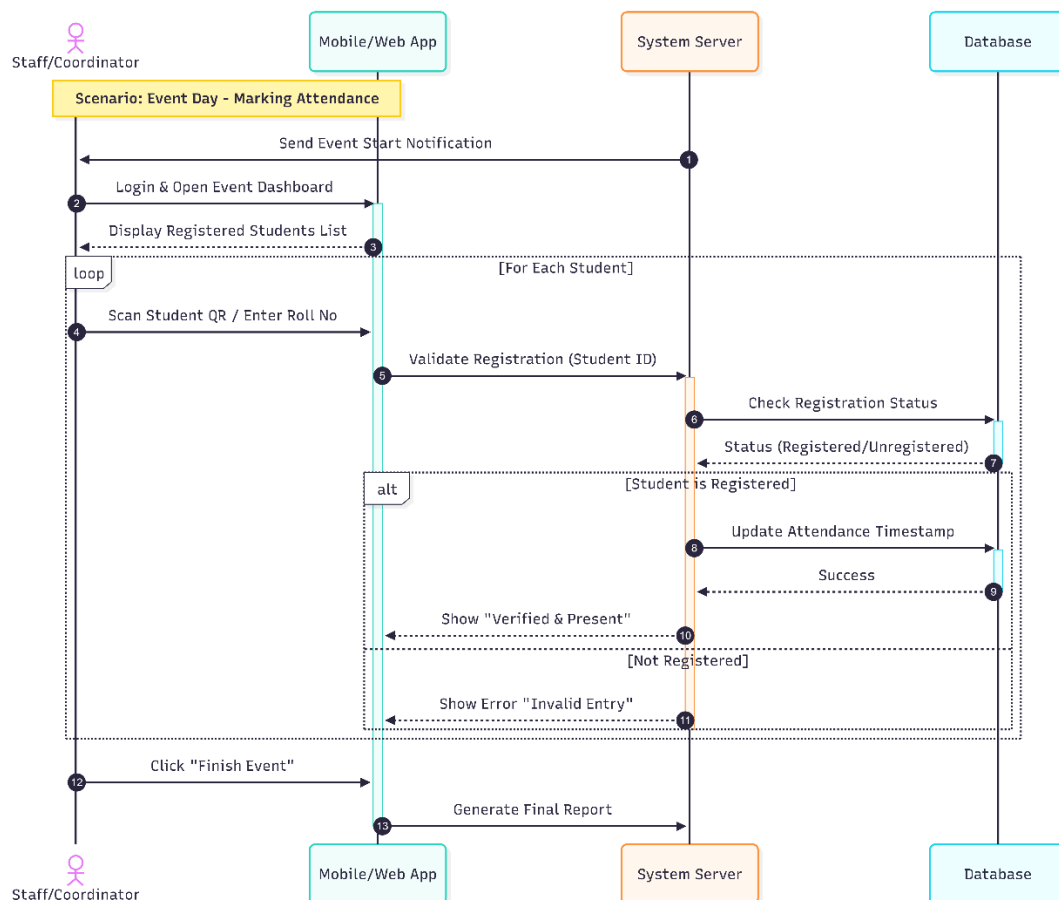
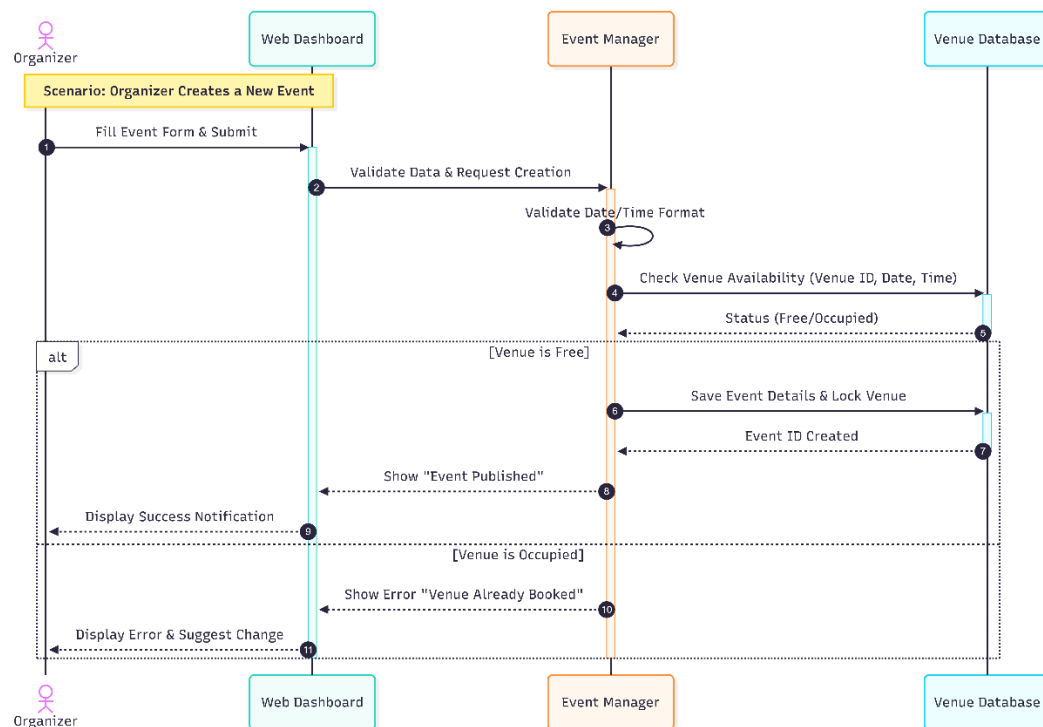


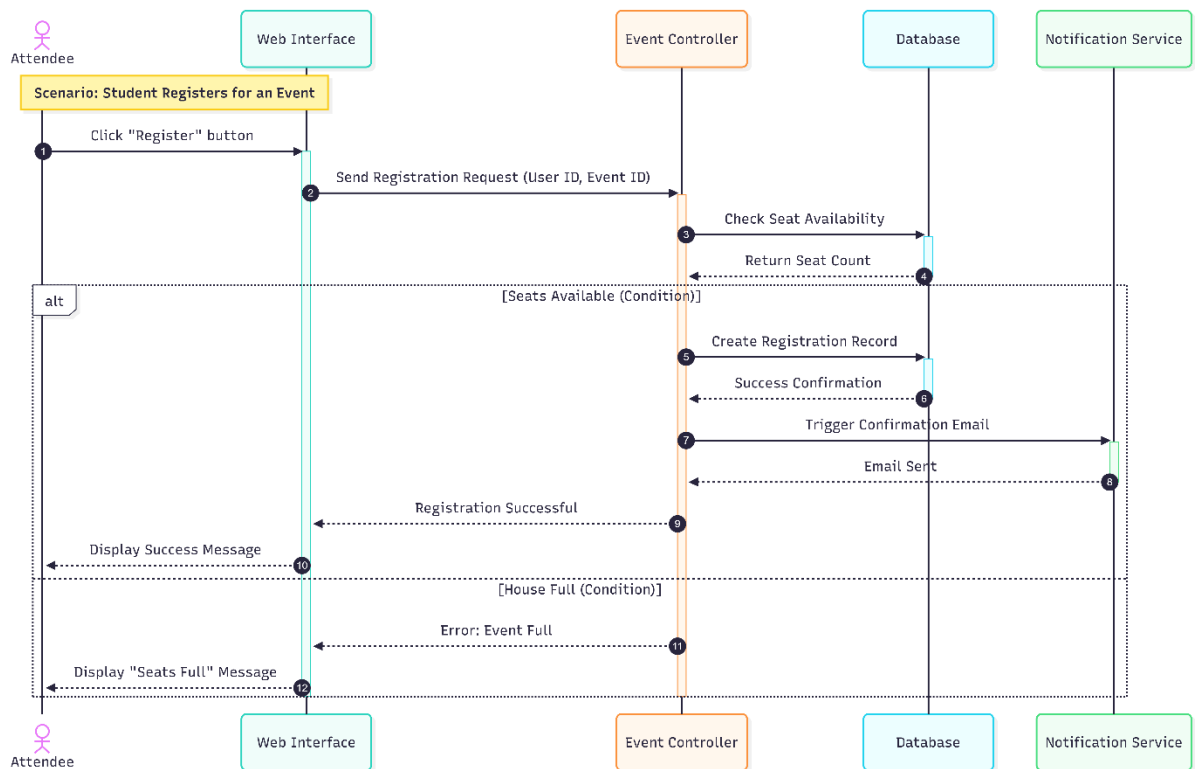
## Activity 8: Manage Venues & Resources



## 7.3 Sequence Diagram

### Scenario: Event reation and Attendee Registration





## 8. System Evolution

### 8.1 Fundamental Assumptions

- The system is accessed via web browsers.
- Venues and Resources are pre-populated in the system by the Admin.
- Attendees have valid institutional credentials.

### 8.2 Anticipated Future Changes

- Integration with payment gateways for paid workshops.
- Mobile application for easier attendance marking via QR codes.
- Automated certificate generation for attendees.



## 9. Appendices

### 9.1 Hardware Requirements

- **Server:** Cloud-based instance or local server with database support.
- **Client:** Any device with a modern web browser.

### 9.2 Database Requirements

- Relational database (e.g., MySQL, PostgreSQL) to handle complex relationships between Events, Venues, and Attendees.
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## 10. Index

- **Actor Index:** Organizer, Attendee, Staff, Admin.
- **Function Index:** Registration, Scheduling, Reporting.
- **Diagram Index:** Use Case, Activity (Creation, Registration, Execution), Sequence.