**Statement of Work (SOW)**

**Project Title:**

UniEvent - Automated University Event Management System

**Date:**

07-02-25

**Prepared By:**

**1. Introduction**

UniEvent is an automated system designed to streamline event approval and management at Mahindra University. Currently, student clubs face a lengthy and complex approval process, requiring multiple levels of authorization. Our platform simplifies this by automating approvals, enhancing communication, and making event management more efficient and hassle-free.

**2. Scope of Work**

**Project Description:**

Mahindra University hosts more than 30 student-run clubs, each requiring approvals from different authorities to organize events. UniEvent will function as a comprehensive platform, seamlessly managing event proposals, approvals, venue reservations, logistics coordination, and student engagement in a single system.

**Objectives:**

* Streamline and accelerate event approval processes.
* Provide a centralized database for clubs, venues, and logistics.
* Enhance communication between student clubs and university authorities.
* Synchronize approved events with student calendars.
* Foster student engagement through event discovery and participation tracking.

**Key Activities:**

* Development of a multi-role login system (Club Heads, Approval Authorities, Logistics, Students).
* Event Proposal and Approval Workflow.
* Venue Booking and Logistics Integration.
* Student Engagement Portal - A digital tracking system to monitor student participation and reward engagement through a badge-based recognition system.
* Participation Tracking and Badge System.
* Volunteer Management System.

**3. Deliverables**

* **Deliverable 1:** Project Plan – Timeline, milestones, and team roles.
* **Deliverable 2:** Prototype – Basic UI/UX with core functionalities.
* **Deliverable 3:** Beta Version – Fully functional system for testing.
* **Deliverable 4:** Final System Deployment – Live system with all features and documentation.

**4. Timeline and Milestones**

* **Project Kickoff:** Initial project meeting – 6/2/25
* **Phase 1 Completion:** Core functionalities implemented – 3/25
* **Beta Testing:** System testing with users – 4/25
* **Final Delivery:** Deployment of fully functional system – 5/25

**5. Roles and Responsibilities**

* **Venkata Sai Akash (SE22UCSE288):** Developer
* **Sathwika Gunreddy (SE22UCSE105):** UI/UX Designer
* **Varshitha Reddy (SE22UCSE284):** Backend Developer
* **Khyathi (SE22UCSE289):** Testing & Quality Assurance
* **Meer Shah Zaahid (SE22UCSE165):** Documentation Specialist
* **Mihir Anant Vohra (SE22UCSE170):** Database Administrator

**Client Contact:** Software Engineering Course, Mahindra University

**6. Assumptions and Constraints**

**Assumptions:**

* Timely feedback will be provided by stakeholders.
* The university will allocate necessary resources (such as server access).
* Club representatives and faculty will be available for testing.

**Constraints:**

* Adherence to university regulations is mandatory.
* The project must be completed within the academic semester.
* Budget and technical resources are limited.

**7. Approval Signatures**

**Client Approval:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Service Provider:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_