

EVSU Admin Panel – Lean, Panel-Focused PRD Roadmap

1. Purpose

Provide a centralized platform for EVSU council administrators to manage event support requests, approve/reject events, and schedule approved events in a calendar interface—while remaining standalone, independent of Dispatch.

2. Scope

- Calendar-centric dashboard for event schedule management
- Gmail-style modal interface for request review
- Two-step approval workflow: approve/disapprove → send notification
- File attachment support for requests
- Email notifications for approval/disapproval
- User management with role-based access (Admin, Coordinator, Council Member)
- Standalone operation with minimal dependencies; can integrate with Dispatch later

3. Target Users

1. **Council Administrators** – approve/reject events, schedule, notify, and manage users
2. **Event Coordinators** – submit requests, upload attachments, track status
3. **Council Members** – view assigned duties, receive notifications

4. Core Features

4.1 User Authentication & Management

- Session-based login with role-based access
- Admin can manage users (promote, demote, delete)
- Coordinators self-register using institutional email

4.2 Event Review & Scheduling

- Calendar dashboard with daily/monthly views
- Gmail-style modal for event details: attachments, expected volunteers, event info
- Approve/Disapprove workflow with confirmation dialogs
- Approved events added to calendar (visual scheduling)
- Optional notes for approval/rejection

4.3 Notifications

- Email notifications for approval or disapproval
- Optional in-app notifications for coordinators

4.4 Dashboard & Tracking

- **Admin dashboard:** overview of requests, pending approvals, scheduled events
- **Coordinator dashboard:** request status, history

4.5 Reporting & Audit Trail

- **Simple reporting:** total events, approved/rejected counts
- **Audit trail:** all actions timestamped, admin user logged

5. Non-Functional Requirements

- **Performance:** Calendar loads <2 seconds
- **Scalability:** Support 100+ concurrent users, 1,000+ events/year
- **Reliability:** 99% uptime, database backup
- **Security:** HTTPS, session security, role-based access
- **Usability:** Intuitive, Gmail-style interface, mobile-responsive
- **Maintainability:** Modular code, inline documentation

6. System Architecture

- **Frontend:** PHP + Bootstrap 5, vanilla JS
- **Backend:** PHP 7.4+ with PDO
- **Database:** MySQL/MariaDB for users, requests, pending actions, audit logs, attachments
- **File Storage:** Local `/uploads/` directory
- **Email Service:** SMTP (Gmail or institutional server)

7. Workflow (Standalone)

1. Coordinator submits request → system validates required fields (date, attachments).
2. Admin views request via calendar/dashboard → Gmail-style modal opens.
3. Admin approves/disapproves → optional note added → moves to pending notification queue.
4. Admin sends notification → event added to calendar if approved, or archived if disapproved.
5. Coordinators see updated request status and history.

8. Deliverables

- Fully functional Admin Panel (backend + frontend)
- Calendar dashboard & Gmail-style modals
- Approval/rejection workflow with notifications
- User management system

- Audit logs and reporting

9. Development Roadmap

Phase 1 – Core Scheduling Platform

- User authentication & role management
- Calendar dashboard (daily/monthly views)
- Gmail-style request detail modal
- Approve/disapprove workflow with confirmation

Phase 2 – Notifications & Tracking

- Pending actions queue for notifications
- Email notifications for coordinators
- Request history and status tracking

Phase 3 – Optimizations & Reporting

- Basic reporting (approved/rejected counts)
- Audit trail logging
- Mobile responsiveness, UI polish

Phase 4 – Integration Prep (Optional)

- API endpoints for later Dispatch integration
- Secure file handling for attachments

10. Success Criteria

- Calendar loads <2s, modals open smoothly
- 95%+ email delivery success rate
- Process 90%+ of requests within 24 hours
- Standalone operation fully functional without Dispatch
- Positive user satisfaction ≥80%

Admin Panel focused on approvals, scheduling, notifications, and tracking, while remaining a standalone system.