**ISMG 6080 001 Project**

**OIA Event Manger**

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**Office of International Affairs - CU Denver**

The Office of International Affairs (OIA) develops and advances initiatives that support the vision of the University of Colorado Denver as a leading public university with a global reputation for excellence in learning, research and creativity, community engagement, and clinical care. OIA partners with the university’s schools/colleges and with other university offices to align international student recruitment efforts and services, support academic programs, foster global educational partnerships, facilitate research collaborations, and create global learning opportunities. ​

**Problems:**

The Office of International Affairs (OIA) helps in conducting events and help organizing events for university’s schools/colleges and clubs. Students find it difficult to locate the list of events and other details related to the event. Student Organizations find it difficult to find a venue for their event. The OIA finds it difficult to track the performance of the events.

This database will act as a single source of reference for Event Co-Ordinator (Students), Venue Co-Ordinator (Professor, Staff, Outside Venue manager)

**Functionality of the Forms (MS Access):**

The user should have the functionality to login into the system as one of the three main players. Once that is achieved, the user should be followed up with the corresponding work flow functionalities of the player chosen, for example;

* The approver (Event Committee) should be able to Add, Update and Delete Club to the system
* The Event Committee member, who is acting as approver (Staff) should be able to Add, Update and Delete new Organization Event to the system
* The School Authority (Bursars office) Should be able to Add, Update and Delete Student detail in the database using form interface
* The School Authority (Bursars office) Should be able to Add, Update and Delete Staff detail in the database using form interface
* The approver (Event Committee) should be able to Add, Update and Delete Venue using the interface system.
* The current events happening in a venue should be accessible to user (Event Committee), The list based on venue ID should be generated
* The user (Event Committee) should be able to pull all the contact details associated to an event
* A student membership along with the student history of membership should be accessible to the user (Event Committee) for reference while assigning the student as coordinator. The same content should be accessible for the staffs who are eligible to approve the events.
* The Event Committee should be able to create new upcoming event with ease of access.
* Update option should be available for the Upcoming Events if an error occurs. The changes should be easy to make.
* List of all upcoming events along with valuable information should be available for view to all users. Students, Event Committee and Staffs
* The interface should have close and access to main menu for doing multiple actions in short time.

***Project Source:*** UCD OIA student events and current lack of common interface and database