**Course: CS 3513**

**Semester: Spring 2014**

**Advisor: Professor Strauss**

**Project Name: Event Planner**

**Team members:**

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**Project Proposal:**

The proposed software is an event planner for clubs and organizations within the NYU community. The event planner will arrange ceremonies, competitions, parties or conventions. The planner will include budgeting, establishing dates and alternate dates, selecting and reserving the event site, acquiring permits for a certain location. There will also be other options such as developing a theme for the event, coordinating location support, arranging the number of people attending the event and the number of special guests, event support, event security and clean up.

The clients creating the event will be introduced with four main steps: phases needed to plan an event, sustainable event management, publications and resources.

The phases needed to plan an event will contain the purpose selection, the type of entertainment, location, names of people attending, speakers and content. The club leader or coordinator can add staff members and keep contact with the people attending the event. The club leader can select certain staff members to be responsible for coordinating the conference, planning the convention, producing the event, and managing meetings with participants in advance. Afterwards smaller details could be also included such as food, drinks, music, guest list, budget, advertising and marketing.

The sustainable event management will be a step that has certain concerns regarding environment, budget, and social issues. It will mostly ensure that an event is hosted responsibly by involving the participation of key role players, such as clients, organizers, venues, sub-contractors and suppliers.

The publications and resource step will help NYU clubs and organization to share their event on other platforms, such as Facebook, Twitter.

The event planner will incorporate an event scheduling activity to attain a suitable time for an event such as meeting, conference, trips etc. Since particular dates affect the success of certain events, event scheduling will take into account certain endeavors such as the holydays, the times when most students have finished classes or weather similar conferences are held at the same time.

Through a website interface the clients will be able to track in real time the status of the events around NYU campuses or around New York City. The website interface will assist two classes of users; club leaders and both club or non-club members. Each of these two classes of users will have different access privileges as they create an account. Club leaders can schedule public and private events, organize private meetings as a way to strengthen their connections inside the organization, recruit new members. Clients that are not part of a club but would like to get involved with organizations that the NYU community offers, can observe the variety of clubs presented, view clubs’ mission, respond to a public club event although not part of the club organization, select to be part of certain clubs, can create their personal club.

The motivation for this project stems from the dichotomy between the number of clubs within NYU and the amount of organization and attention that clubs try to gain around certain campuses. Our system proposes to fill this perceived deficit with a social infrastructure that should be able to both connect students with each other and keep them informed to events.

This project will of course need to fulfill many requirements in order to be successful. Within the technological requirements, the project will need to present a simple user friendly interface, and depending on how much cooperation we are able to get from the NYU faculty and NYU clubs we will either need a method for combing their public event data for our database, or create some interface between their databases of events and our own to keep our system updated. Among the more functional requirements, the system will need to display events and their details, allow the addition of new events, allow the cancelation of events by event posters, and allow clients to join events.

For analysis we need to gain access to the information of clubs at NYU, such as the meeting place and time, the total number of clubs, and so on. We need to collect stats of these clubs in each different campus on a given time.

**Project Deliverables:**

Software Requirement Specification (SRS) - 3/31/2014

Software Project Management Plan (SPMP) - 4/2/2014

Software Analysis Specification (SAS) - 4/14/2014

Software Design Document (SDD) - 4/28/2014