

EVENTSWIFT: AGILE EVENT PLANNING AND COORDINATION SOLUTION FOR COLLEGE OF ENGINEERING AND COMPUTER TECHNOLOGIES

WENCY N. CASTRO, WESLEYAN UNIVERSITY - PHILIPPINES

CARL JESUS B. LOMAAD, WESLEYAN UNIVERSITY - PHILIPPINES

VONN HOWELL M. VILLAROMAN, WESLEYAN UNIVERSITY - PHILIPPINES

JHON JESTER P. CARLOS, WESLEYAN UNIVERSITY - PHILIPPINES

ABSTRACT

Planning events at a university involves several steps, usually requiring approval from multiple offices. At Wesleyan University-Philippines, this process was mostly done using printed forms passed from one office to another. While it worked in theory, it often caused delays, confusion, and lost paperwork. To address these issues, we developed EventSwift, a web application built with ASP.NET that moves the entire proposal and approval process online. The system allows users to fill out a digital form, upload required files, and send everything through a set approval flow. Each office sees only the proposals it needs to review, and users can track the status of their request through a built-in document tracker. Offices can approve or return proposals for changes, and the final step routes the proposal to the university president for sign-off. Our goal was to make the process more manageable for everyone involved. Launching this system, we will see faster approvals and fewer lost forms. The system will keep all involved offices in the loop and makes the process less stressful for both organizers and administrators. The system will show that moving from paper to digital is not just about convenience. It simplifies event management within a department and makes it easier to coordinate with others.

INTRODUCTION

Planning an event at a university might sound simple, but anyone who has tried it knows how quickly things can get complicated. At Wesleyan University-Philippines, the process used to involve a lot of paperwork, walking from office to office, and waiting for signatures. Each event proposal had to be endorsed by a department, checked for academic alignment, approved for venue and budget, and finally signed off by the university president. With every step handled on paper, it was easy for documents to get lost, for people to miss updates, and for organizers to feel left in the dark about where their proposal stood.

This is not just a local problem. Many studies have pointed out that universities everywhere struggle with slow and confusing administrative processes. Smith et al. (2022) found that faculty and staff spend a surprising amount of time on paperwork, often at the expense of more meaningful work. Patel (2021) noted that without a central place to manage documents, it is tough to keep track of what has been approved and what still needs attention. As a result, proposals can get stuck, deadlines are missed, and people get frustrated.

In recent years, more universities have started using digital tools to help with these challenges. Researchers like Gonzalez et al. (2023) have shown that online systems can help reduce the time spent on approvals and make it easier to follow university policies. Lee and Kim (2021) also found that when requests go through a clear, step-by-step process online, it is easier to see who needs to do what and when. Good document management systems keep everything in one place, so nothing gets lost and all reviewing offices knows where to look.

Given these findings, we decided it was time for a change at WU-P. We built EventSwift, a web application that puts the whole event proposal process online. With this system, it makes event planning at WU-P easier and less stressful for everyone involved. In this paper, we explain why we built this, how it works, and what we have learned since putting it into use. We also look at how our experience fits with what other universities have found about digital workflow systems, and what this could mean for the future of event management in higher education.

This study aims to develop a digital event proposal system for Wesleyan University-Philippines to improve the current workflow. Specifically, it seeks to:

1. Design and implement a web-based application that allows users to create, submit, and track event proposals.
2. Provide each university office with a secure and organized interface to review and respond to proposals.
3. Enable real-time updates and notifications to keep all parties informed throughout the approval process.
4. Reduce the delays, paperwork issues, and miscommunication associated with the manual process.
5. Offer a centralized platform where finalized events are stored and visible through an integrated calendar.
6. Assess the system using the ISO 25010 Software Quality Model, focusing on:
 - a. Functionality
 - b. Performance Efficiency
 - c. Compatibility
 - d. Reliability
 - e. Security

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