



**NVQ Level 5 in ICT – 2022**  
**GROUP PROJECT INFORMATION SHEET**

<b>Official Use Only</b>	<i>Approved</i>	<i>Revised</i>	<i>Reject/Resubmit</i>	
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## 1. Problem statement

- **What is the problem?**

Event management is the application of project management to the creation and development of events and conferences. Event management involves identifying the target audience, devising the event concept, planning the logistics and coordinating the technical aspects before actually executing the modalities of the proposed event. At present, with the busyness of the society, the difficulty of organizing Event and the high cost of time, labor and money, many problems have to be faced.

- **Who has the problem or who is the client/customer?**

People who want event planning (Customer)

Our system registered Hotels corporate clients

Our system registered Photographers corporate clients

- **What form can the resolution be?**

A Web-Based system for event Planning and Management

## 2. Domain /problem area

When organizing an Event, planning, proposals are behind all this, and we are talking about not just one or two event proposals but many more. So, if you decide to come up with something out of the ordinary, then they have to re-think their position. There is also a lack of efficiency and some shortcomings in accuracy. Mainly due to the difficulty of managing time and the difficulty of selecting the most suitable services.

Events play an important role in our society. Any happening or an activity can be referred as an event. Individuals often find they lack the expertise and time to plan events themselves. Independent planners are needed to step in and give these special events the attention they deserve. In the current scenario, planning an event requires a lot of patience and hustle bustle right from deciding the theme to deciding venue and events. Lots of factors need to be considered while making each decision. Also, once the party is planned lot of on the day issues such as maintaining low noise levels after a particular time, or neighbors complaining about the noise levels etc. take the fun out of the party/event. In order to manage such issues, we require an easy-to-use app that will help in effectively tracking such problems.

## 3. Proposed solution/Scope

Properly organize the event from the moment it is intended to be organized. To build the connection between other services, needs and wants, and to provide clients with an innovative experience and sophisticated festive experience with the necessary materials and accessories. This will enable the users of this system to organize the activities related to this event efficiently and with less effort. The event will not be a physical event but will be guided accordingly. It is the responsibility of the customer to make all the choices.

Management System has different event needs, so we design exclusive Event Management System. This is designed to assist in strategic planning and it will help to ensure that your organization is equipped with the right level of information and details of your future goals. Also, for those busy executive who are always on the go, our system come with remote access features, which will allow you to manage your workforce anytime. This system will ultimately allow you to better manage resources

#### **4. Project assumptions and constraints**

- Key project member's availability.
- Key project member's performance.
- Key project member's skills.
- Budget limitations.
- Internal process lead time (e.g., Procurement)
- Vendor delivery times.
- Vendor performance issues.
- Accuracy of the project schedule dates.

#### **Initial list of defined risks**

- Problems with the integrity of the Internet connection
- Ability to minimum customer satisfaction with service providers
- Consumer time management problems
- Possibility of reservation difficulties for service providers
- Difficulty in obtaining the desired results by concealing the true information

#### **Deliverables**

- Product
- User Manual Report
- User Agreement
- Technical Document
- Support Software

#### **5. Methodologies going to be used?**

##### **Waterfall Methodology**

- Easy to understand, easy to use
- Milestones are well understood
- Sets requirements stability
- Good for management control (plan, staff, track)
- Works well when quality is more important than cost or schedule

#### **6. Weekly basis project plan**

#### **7. Supervisor - Mrs. M.W. Himali Erangika**

#### **8. Approval**