WORKFLOW DOCUMENT

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Project ID	**13**
Problem Statement	**External Event Management Portal**

Technical Component

Components	**Tech Stack**
Frontend	React.js
Backend	Node.js, Express.js
Database	MongoDB
API	OpenAPI

1. INTRODUCTION:

1.1 PURPOSE

The purpose would be to describe the need for a specialized platform to manage the submission, approval, and review process of external events proposed by students and faculty members in a more organized manner. Additionally, it aims to streamline the Internal Review Assessment (IRA) process by providing a portal for conducting technical reviews of event proposals.

1.2 PROJECT SCOPE

I. SUBMISSION AND APPROVAL PLATFORM

- Develop a user-friendly platform for students and faculty members to submit external event proposals efficiently.
- Implement a robust administrative interface for reviewing, evaluating, and approving these proposals based on predefined criteria.

II. INTERNAL REVIEW ASSESSMENT PORTAL(IRA)

- Create a dedicated portal within the system to facilitate the technical review of event proposals by designated reviewers.
- Design the IRA portal to support the assessment of proposals based on technical feasibility, relevance, and alignment with institutional goals.

1.3 DEFINITIONS & ACRONYMS

- EEMS(EXTERNAL EVENT MANAGEMENT SYSTEM) : A specialized platform developed for the submission, review, and approval of external events proposed by students and faculty members within an educational institution.
- IRA(INTERNAL REVIEW ASSESSMENT) : A portal integrated into the system for conducting technical reviews of event proposals to assess their feasibility and alignment with institutional goals.
- MERN stack : A technology stack consisting of MongoDB (a NoSQL database), Express.js (a web application framework for Node.js), React.js (a JavaScript library for building user interfaces), and Node.js (a JavaScript runtime environment).
- CRUD : Create,Read,Update,Delete - fundamental database operations
- API : Application Programming Interface - a software intermediary that
- allows applications to interact with each other.

2. OVERALL DESCRIPTION:

2.1 PRODUCT PERSPECTIVE

The External Event Management System (EEMS) is a standalone application developed to serve as a centralized platform for managing external events proposed by students and faculty members within an educational institution. It operates independently, but it may interact with existing systems such as student databases or event calendars to retrieve relevant information.

2.2 PRODUCT FUNCTIONS

The portal shall provide following functionalities

I. Event submission:

Users (students and faculty members) can submit external event proposals through the system, providing detailed information including event description, date, time, venue, and logistical requirements.

II. Event approval:

Administrators review and approve event proposals based on predefined criteria, ensuring alignment with institutional goals and technical feasibility.

III. Internal Review Assessment(IRA):

The system includes a portal for conducting technical reviews of event proposals by designated reviewers, assessing aspects such as technical feasibility, relevance, and alignment with institutional goals.

IV. Assess to approved events:

Users have transparent access to a list of approved events, enabling them to view event details and participate in approved activities**.**

V. Assess to IRA results:

Students can view the details of IRA outcomes, including their own assessment status and feedback provided by reviewers.

2.3 USER CLASSES & CHARACTERISTICS

I. Students:

Users enrolled in academic programs within the institution. They propose events and may participate in approved activities.

II. Faculty Members:

Teaching and administrative staff employed by the institution. They propose events and may also participate in approved activities.

III. **Administrators:**

Individuals responsible for reviewing and approving event proposals within the system. They ensure compliance with institutional guidelines and technical feasibility.

IV. **Reviewers:**

Designated individuals tasked with conducting technical evaluations of event proposals through the Internal Review Assessment (IRA) portal. They assess the viability and alignment of proposals with institutional goals.

2.4 OPERATING ENVIRONMENT

The External Event Management System is designed to operate within the institution's network environment. It is a web-based application developed using the MERN (MongoDB, Express.js, React.js, Node.js) stack, making it accessible through standard web browsers. The system requires internet connectivity for users to submit event proposals, access approved events, and view IRA outcomes. Additionally, it may be hosted on institutional servers or cloud infrastructure to ensure scalability, reliability, and security.

3. SPECIFIC REQUIREMENT:

3.1 FUNCTIONAL REQUIREMENTS

I. **User Authentication:**
   - Users and admins should be able to log in with their respective domain credentials to access the system.

II. **Event Requisition & Approval Letter:**
   - Users should have access to a portal where they can submit event proposals.
   - The form within this portal should capture event details and student information.
   - Upon submission, the system should store the submitted data for review.

III. **Admin Review:**
   - Admins should be able to review submitted event proposals.
   - Admins should have the capability to determine if an event meets standard criteria.

IV. **Event Approval / Rejection:**

- If an event meets the standard criteria, admin should be able to approve it.
- If an event does not meet the standard criteria, admin should be able to reject it.

V. **Internal Review Assessment:**

- Users should have access to a separate portal for internal review assessments.
- This portal should facilitate the technical review of event proposals.

VI. **Dashboard Updates:**

- Approved events should be reflected in a separate dashboard accessible to users.

3.2 PERFORMANCE REQUIREMENT

I. **Response Time:**

- The system should respond promptly to user actions such as form submissions and logins.
- Admins should be able to review and approve/reject events without significant delays.

II. **Scalability :**

- The system should be able to handle increasing numbers of users and event submissions without performance degradation.

III. **Reliability:**

- The system should be available for use during designated hours, ensuring reliability for users and admins.

IV. **Security:**

- User authentication mechanisms should be robust to prevent unauthorized access.
- Data submitted through the system should be encrypted to maintain confidentiality.

4. WORKFLOW :

1) **User Registration**: Implement a user sign-up and authentication system.
2) **Event Creation:** Admins create events with details like name, date, location, and description.
3) **Event Listing:** Display all upcoming events on the homepage.
4) **Event Registration**: Users can register for events, providing necessary details and preferences.
5) **Confirmation Emails**: Send automated confirmation and reminder emails to registered users.
6) **Event Dashboard**: Provide users with a dashboard to view their registered events.
7) **Admin Dashboard**: Allow admins to manage events, view registrations, and generate reports.
8) **Feedback Collection:** Post-event, collect feedback from participants via surveys.
9) **Notifications**: Implement notifications for event updates, cancellations, or changes.