Statement of Work (SOW)

Project Title: Event Management
Date: 03-02-2025
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1. Introduction

Event management in universities is often complex, involving tasks like scheduling, venue allocation, attendee registration, vendor coordination, and real-time updates. Traditionally, these processes rely on manual tracking through spreadsheets and non-integrated communication methods, leading to inefficiencies and errors.

The objective of this project is to create an **Event Management System**, a software-based solution for event planning and execution. The system will provide features such as event scheduling, automated reminders, attendee management, task assignment, and real-time notifications. This solution aims to enhance collaboration among organizers and minimize logistical challenges, ensuring smooth event execution.

Purpose:

To provide an efficient, centralized platform for managing events, reducing manual workload, and enhancing collaboration among organizers.

Objectives:

- Develop a user-friendly interface for event creation and management.
- Enable real-time coordination among stakeholders.
- Ensure smooth attendee registration and tracking.
- Improve overall efficiency in event execution.

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2. Scope of Work

- **Project Description:** The **Event Management System** is a web-based application designed to help students and organizers efficiently schedule, track, and manage university events.

- **Objectives:**

- Provide a centralized platform for event management within the university.
- Allow users to book venues for events.
- Help organizers track expenses and manage event budgets.
- Create a user-friendly dashboard for event planning and tracking.

- **Key Activities:**
- **Frontend Development**: Design and implement a responsive UI for event creation, booking, and tracking.
- **Backend Development**: Develop APIs and database models to store event data, users, and bookings.

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3. Deliverables

List the tangible and intangible outputs of the project.

- **Deliverable 1:** [**Event Management Website (MVP) –**
- Develop a functional Minimum Viable Product (MVP) for the Event Management system.

Features:

- **Event creation & scheduling:** Organizers can add event details, venues, and timings.
- **Expense tracking:** A simple dashboard to log and monitor event-related expenses.
- **Admin panel:** For managing events, venues, and users.

- **Deliverable 2:** [**Fully Functional Event Management System**]

Enhancements based on MVP testing feedback.

- Student registration: Students can register for events.
- Budget tracking & analytics: Evaluate spending efficiency.
- User roles & permissions: Admins, organizers, and students have different access levels.

- **Deliverable 3:** [**Final Deployment & Documentation**] (if possible)
  Deployment: Hosting the website.
  Testing & debugging: Ensuring performance optimization

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4. Timeline and Milestones

Provide a high-level timeline with key milestones.

Milestone	Description	Due Date
Project Kickoff	Initial project meeting	Jan 29th
Phase 1 Completion	Submission of Statement of Work	Feb 7th
Phase 2 Completion	Submission of Software Requirements Specification	Mar 10th
Phase 3 Completion	Submission of Software Design Document	Apr 7th
Phase 4 Completion	Submission of Software Test Plan	May 9th
Final Delivery	Project Demos & Submission of all deliverables	May 20th - May 22nd

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5. Roles and Responsibilities

Outline the key roles and their responsibilities within the project.

- ~~**Project Manager:** [Name] - [Responsibilities]~~
- **Team Members:**

Chaitanya - requirement engineering, UI/UX, frontend (organizer module), SRS, User personas, presentation ppt.
Sachethan - UI/UX, fronted (admin and student module, organizer dashboard), SDD, requirement engineering.
Chandana - Test plan, UML diagrams, ER modeling, statement of work.
Sameera - test plan, database connection, ER modeling, statement of work.
Sushmitha- backend, database connection, SDD, presentation ppt.
Sanjana - backend, SRS, UML diagrams, User personas.

- **Client Contact:** Software Engineering course, Mahindra University

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6. Budget and Payment Terms (For now you can ignore this)

~~Detail the project budget, including payment schedules, terms, and conditions.~~

- ~~**Total Budget:** [Insert Amount]~~
- ~~**Payment Schedule:** [Insert payment milestones and dates]~~
- ~~**Terms:** [Insert any special payment terms]~~

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7. Assumptions and Constraints

List of assumptions and constraints that may impact the project.

- **Assumptions:**

- The required technological resources (hosting services, development tools) will be available throughout the project.
- Necessary datasets, APIs, and third-party services will be accessible.
- Users will have basic digital literacy for interacting with the system.
- Real-time updates and notifications will be possible with internet connectivity.
- Stakeholders will provide timely feedback during development and testing

- **Constraints:**
- The project needs to be finished on schedule and within the allocated budget.

- It is necessary to guarantee adherence to privacy and data protection laws (such as the IT Act and GDPR).
- A certain number of concurrent users should be supported by the system without causing performance issues. (if deployed)

- The availability and cost of APIs may restrict integration with third-party services (such as email providers and payment gateways).

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8. Approval Signatures

Client:
Name: _____
Title: _____
Signature: _____
Date: _____
Service Provider:
Name: _____
Title: _____
Signature: _____
Date: _____