SOFTWARE REQUIREMENT SPECIFICATION

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PROJECT ID	11
PROBLEM STATEMENT	EVENT MANAGEMENT

INTRODUCTION :

The "Event Management" project aims to revolutionize event planning for faculty and administrative staff by utilizing a streamlined Google Form. This form efficiently gathers vital details such as faculty name, department, event dates, and specific requirements like vehicles, accommodations, venues, event types, and reward points. Using conditional logic, the form ensures that only relevant questions are displayed based on user responses. The information collected is accessible solely to the event management team, facilitating secure and efficient handling of event data. This approach enhances coordination, reduces administrative workload, and ensures the smooth execution of events.

SCOPE OF THE PROJECT :

This project involves creating a Google Form to gather detailed event requirements from faculty members, including names, departments, event dates, and logistical needs like vehicles, accommodations, and venues. Conditional logic will ensure relevant questions are displayed based on user responses, making data collection efficient. The data will be securely stored and accessible only to authorized event management staff. Admins will review submissions to prioritize events, avoid scheduling conflicts, and ensure resource availability. The project also includes generating reports, sending notifications, defining user roles, and providing training to ensure effective use of the system, improving event coordination and reducing administrative burdens.

SYSTEM OVERVIEW:

USERS :

1.FACULTY:

- Faculty members initiate event planning by filling out a Google Form, providing essential details like names, departments, and event dates.
- They specify logistical requirements such as vehicles, accommodations, and venues to streamline planning and coordination.
- Additionally, faculty members categorize events to aid in prioritization and provide necessary input for successful execution.

2. ADMIN:

- Administrative staff review and prioritize event submissions, ensuring efficient resource allocation and scheduling.
- They secure necessary resources like vehicles, accommodations, and venues, coordinating with relevant departments or vendors.
- Administrative staff generate detailed reports summarizing event details and resource allocations, aiding in future planning and management.

FEATURES OF THE PROJECT

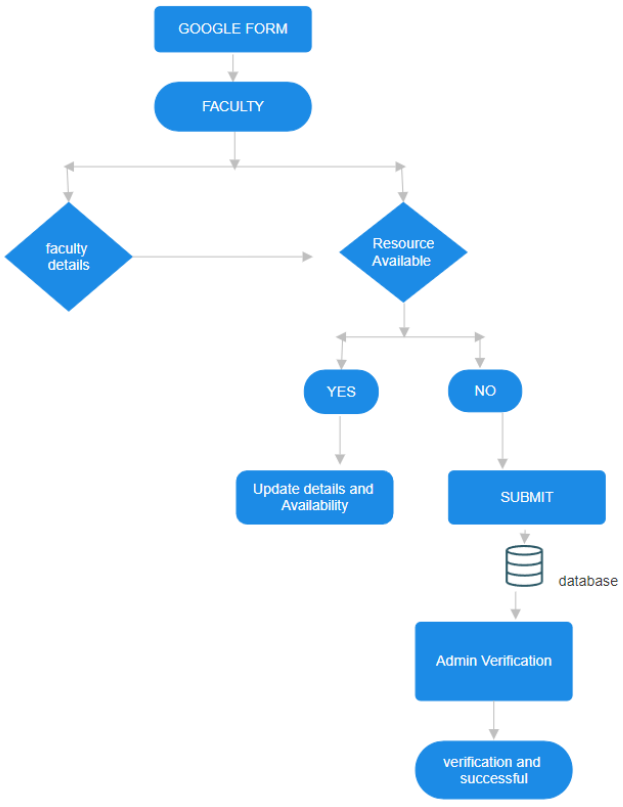
1. FACULTY SUBMISSION:

- Faculty members complete a detailed Google Form with essential information such as names, departments, event dates, and logistical needs.
- The form uses conditional logic to display relevant questions based on responses, ensuring efficient data collection.
- Faculty provide specific logistical requirements, such as vehicles, accommodations, and venues, to streamline planning.
- The submission process is user-friendly, making it easy for faculty members to provide all necessary event details

2. ADMIN VERIFICATION:

- Administrative staff verify the information submitted by faculty for accuracy and completeness.
- Admins prioritize events based on dates and logistical needs to allocate resources effectively and avoid scheduling conflicts.
- They coordinate with relevant departments or external vendors to secure necessary resources within the specified timeframe.
- Admins generate detailed reports summarizing event details and resource allocations, aiding in future planning.
- Notifications are sent to relevant stakeholders about upcoming events, ensuring timely communication and preparation.

PROJECT FLOW :



FUNCTIONAL REQUIREMENTS

1. **FACULTY:**

- **Event Submission:**

  Faculty members can access and fill out a Google Form to submit event details, including names, departments, event dates, and logistical needs such as vehicles, accommodations, and venues.

- **Conditional Logic:**

  The form uses conditional logic to display relevant questions based on user responses, ensuring efficient and relevant data collection.

2. ADMIN:

- **Verification and Review:**

  Administrative staff can review and verify the accuracy and completeness of faculty submissions, ensuring all necessary details are included.

- **Event Prioritization:**

  Admins can prioritize events based on factors such as dates and logistical requirements to avoid scheduling conflicts and ensure efficient resource allocation.

- **Resource Coordination:**

  Admins can coordinate with relevant departments or external vendors to secure necessary resources for events, such as booking venues, arranging transportation, and organizing accommodations.

- **Report Generation:**

  The system generates detailed reports summarizing event details and resource allocations, providing insights for future planning and resource management.

NON FUNCTIONAL REQUIREMENTS

1. PERFORMANCE

- The system should handle multiple simultaneous submissions without performance degradation.
- Response time for form submission and data retrieval should be less than 2 seconds.

2. SECURITY

- Data should be encrypted both in transit and at rest to ensure confidentiality and integrity.
- Access to the system should be role-based, with strong authentication mechanisms in place.

3. USABILITY:

- The user interface should be intuitive and easy to navigate for both faculty and administrative staff.
- Online help and tutorials should be available to assist users in navigating the system.

STACK :

Frontend	Html, Css & Js
Backend	Python & Django
Database	PostgreSQL & MySQL
API	OpenAPI