



# **Decision Making Process for WebCongress**

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**Software Configuration Management**

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To ensure an efficient and structured decision-making process in the WebCongress system, a decision council composed of key stakeholders will be involved. The council will oversee major decisions regarding product development, finance, human resources, and quality assurance.

## Members

Role	Responsibility in Decision-Making
<b>CEO</b>	Defines strategic vision, business alignment, and final approvals.
<b>Project Manager</b>	Ensures project timelines, task prioritization, and risk management.
<b>Software Engineer</b>	Provides technical expertise and evaluates feasibility of solutions.
<b>Quality Assurance (QA)</b>	Ensures product quality, testing strategies, and compliance.
<b>Human Resource (HR)</b>	Manages resource allocation, hiring, and team productivity.
<b>Financial Department</b>	Oversees budget, financial constraints, and cost optimization.

## Decisions are categorized based on impact and responsibility

### Operational Decisions (Handled by the Project Team)

Made by: Software Engineer, QA, and HR

Examples:

- Task distribution
- Code reviews and bug fixes
- Test case approvals
- Developer assignments

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### **Tactical Decisions (Handled by the Project Manager)**

Made by: Project Manager, Software Engineer, QA

Examples:

- Feature prioritization
- Development timeline adjustments
- Resource reallocation
- Risk management strategies

### **Strategic Decisions (Handled by the Decision Council)**

Made by: CEO, Financial Department, Project Manager

Examples:

- Major budget adjustments
- Change in technology stack
- Hiring additional resources
- Deciding the final launch timeline

## **Classification of requirements in the face of changes**

- If modifying the requirement does not affect the rest of the system, it will be a "low" risk state.
- If modifying the requirement affects part of the system but it is solvable, it will be a "medium" risk status.
- If changing the requirement affects the entire system, it will be a critical state.

Code	Description	Type of requirement	Status in case of changes
RFU-001	Registration and authentication of users.	Functional requirement	Critical

RFU-002	Purchase of passes for the congress (free and complete).	Functional requirement	Medium
RFU-003	Registration for workshops or conferences, subject to availability of places.	Functional requirement	Medium
RFU-004	View information on workshops and conferences (name, description, time, place, place and speaker).	Functional requirement	Low
RFU-005	Information on available packages.	Functional requirement	Low
RFU-006	Speaker management: registration, editing and deletion of data.	Functional requirement	Medium
RFU-007	Event management: registration, editing and deletion of workshops and conferences.	Functional requirement	Critical
RFU-008	View registered users, including emails and purchased packages.	Functional requirement	Medium
RFU-009	Top menu with the sections: Event, Packages, Workshops/Conferences and Buy Pass.	Functional requirement	Low
Code	Description	Type of requirement	
RNF-001	Intuitive and user-friendly design.	Non-functional requirement	Low
RNF-002	Compatibility with modern browsers.	Non-functional requirement	Low
RNF-003	Ability to manage up to multiple simultaneous users.	Non-functional requirement	Medium
RNF-004	Encryption of passwords and sensitive data.	Non-functional requirement	Critical

RNF-005	Prevention of attacks such as SQL injection	Non-functional requirement	Critical
RNF-006	24/7 access to the system.	Non-functional requirement	Medium

Code	Description	Type of requirement	
RFU-010	Creation of new congresses with relevant data	Functional requirement	Critical
RFU-011	Editing and deleting existing congresses	Functional requirement	Critical
RFU-012	Assignment of workshops, conferences, and speakers to specific congresses	Functional requirement	Medium
RFU-013	Consultation of events grouped by congress	Functional requirement	Low
RFU-014	Selection of congress when registering or purchasing passes	Functional requirement	Medium

Code	Description	Type	
RNF-008	Clear interface for congress selection and management	Non-Functional	Low

## Decision making

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To ensure structured decision making regarding changes to the WebCongress system, the following criteria are established based on time, cost and available resources, which will determine whether a change request is approved or rejected.

#### **Evaluation Criteria for Change Requests**

<b>Factor</b>	<b>Decision Criterion</b>
Impact over time	Changes that extend development by more than 1 week will be rejected. Minor changes affecting 1-4 days require approval from the Project Manager.
Impact on Cost	Changes that increase costs by more than 15% (\$1,950 USD) will be rejected. If the increase is between 5% and 15% (\$650 - \$1,950 USD), approval from the Finance Department and the Project Manager will be required.
Personnel Resources	If the change requires hiring additional staff, it will be rejected. If the current team can handle the change within their workload, it may proceed.

### **Decision-Making Process According to Severity of Change**

#### **1.- Low Impact Changes (Immediate Approval)**

Approved by: Project Manager & Software Engineer

Accepted if:

- Does not extend delivery time.
- Cost increase is less than 5% (\$650 USD).
- Does not require additional staff.

Examples: UI/UX improvements, minor bug fixes, text modifications.

#### **2.- Medium Impact Changes (Require Approval)**

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Approved by: Project Manager, Software Engineer, and Finance Department

Accepted if:

- Extends development by a maximum of 1 week.
- Cost increase is between 5% and 15% (\$650 - \$1,950 USD).
- Can be handled by current staff.

Examples: Performance optimization, minor API modifications, data structure improvements.

### **3.- Critical Changes (Decision Board Review)**

Approved by: CEO, Project Manager, Software Engineer, QA, HR, Finance Department

Only accepted if:

- Extends development by a maximum of 2 weeks AND is strategically important.
- Cost increase is between 15% and 25% (\$1,950 - \$3,250 USD) and funding is available.
- Long-term benefits are justified as outweighing immediate costs.

Rejected if:

- Extends development by more than 2 weeks.
- Increases costs by more than 25% (\$3,250 USD).
- Requires additional hiring outside of budget.

Examples: Database migration, core architecture change, redesign of entire functionality.

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## SWOT analysis

### STRENGTHS

- Reduce manual workload in conference management
- Scalable and modular system
- Allows users to register and purchase passes at any time.

### WEAKNESSES

- High initial development cost
- Dependency on a web server
- Use of the system may require initial training.

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### OPPORTUNITIES

- Integration with online payment platforms
- Data collection and management
- Growth of online events

### THREATS

- Competition with established platforms
- Resistance to change by organizers:
- Cost-limited scalability