Appendix C: setup-document

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## Preface

In this document we will get you acquainted with process of enquiring, enrolling, paying and actually visiting the event, the requirements for the project, the design of the website and applications. There will be given the description of the following topics: the client, processes, functional requirements, user interface.

Client

Mr Vladimir Kabzar, is a CEO at “Sand Storm Inc.”. It is located in the Netherlands. “Sand Storm Inc.” is a company that invests in a different kind of social events. Its main goal is to popularize and arise the attendance of those events.

Agreements with the client:

1. The limit of the participants should not exceed 5,000 people.
2. There should be no registration on the website.
3. If the reservation is cancelled 3 days before the actual event, we will give 50% of the money back.
4. In case of damaging the borrowed items, a fee will be charged.

## Processes

* Enquiring   
  Should a person require information concerning the event he/she could visit the website and go to the General Information page to get acquainted with the festival.
* Enrolling

Having read the information regarding the event, if the person is interested he can go to the Tickets page and input the required information to make a registration in order to book a ticket. Otherwise the person doesn’t have to register.

Paying for the ticket

In order to buy a ticket the person can pay by card. But if he/she is willing to use money during the event he/she should also give their paypal information(during the event it is only possible to pay via the event account – which is linked to paypal), otherwise the paypal information is not the required.

Reserving a camping spot

It is possible to reserve a camping spot for maximum 6 people. The reservation is associated with only one person who has to pay a fee of 30 euro. Others using the spot are considered guests and have to pay only 20 euro.

* Visiting the event

As mentioned above, you can buy food and drink but it is only possible to pay using a bracelet which is connected to your event account.

During the event it is possible to deposit money to the event account using special machines.

If the person has not paid the price for the ticket, it is possible to pay at the entrance including a fee to encourage paying beforehand.

It is possible to rent equipment for a period of time. Depending on the amount of equipment and the period for which it is rented – the price varies. You have to fill a form when renting an item and accept the conditions in case there is damage done to it.

It is possible to use social media websites during the event.   
If a person decides to drop out, they can get a 50% refund using the website only if they do so at least 3 days prior to the start of the event.

* After the event

If you have borrowed equipment, it is mandatory that you return it at the end of the event. If it’s broken you have to pay a fine, otherwise you’re free to leave.

Functional requirements

The functional requirements for this project are to create a website and a database that is going to be connected to the website.

It should be possible to purchase a ticket for the festival and make a reservation for the camping spot and find important information from the website.

The database should store the data about tickets bookings, client information, PayPal accounts, tent spots bookings, payments via the personal account, money transactions, borrowed items etc.

During the event it will not be possible to pay in cash. All participants will have an identification bracelet. This bracelet is going to be used to make all the payments during the festival.

***MoSCoW method***

**Must have:**

* A website
* A design for a database
* Implementation of a database (installation)
* An application to be used at the entrance of the event
* An application to be used at the entrance of the camping
* An application to be used at the shops
* An application to be used at the stand, where you can loan materials
* An application to be used when a visitor leaves the event
* An application for the organization to inspect the status of the event
* An application to convert the information in the PayPal-text-file to the database
* Event account
* Supply the prototype of the identification bracelet

**Should have:**

* A project plan
* A setup-document (see appendix C)
* A process report, (see appendix D)
* Set up a service (Facebook,Twitter,LinkedIn)

**Could have:**

* A name (and a logo) for your group.
* Agenda's and minutes of every meeting.
* A presentation about the project.

**Will not have:**

* Tools that are going to be used for testing the software
* The identification bracelets will not be delivered
* All actions related to organizing the event
* will be handled by a hired crew, not by our team

User interface

The user interface of the site is going to be very simple and user-friendly. From the home page, which contains brief information about the festival and some picture from past events, you can visit one out of seven pages:

1. Location – this page will contain a map where the location of the festival will be marked and also a map of the event itself, since it is going to be really large with couple of stages and camping as well.
2. General information – here information for the event is presented but a bit more extensive than the one on the main page.
3. Contact – on this page contact information is going to be given, for example e-mail, customer telephone, address etc.
4. Media – on this page visitors can take a look at some pictures and videos from previous years of the same event.
5. Tickets - here we present information about the ticket prices and also there is going to be a ticket purchase button where information about you will be requested in order to buy a ticket.
6. Camping site – from here you can reserve a camping spot where you and your friends can camp during the event. There is a map of the camping site and free spots are marked in green. There are also instructions for reserving because there are some restrictions.
7. Registration - here you can register so that if you are a frequent visitor of the event you can buy a ticket without entering your information every time.