PROJECT DOCUMENTATION

Project name: Teams Events Management System

IT Grads Project 2023 Batch

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Teams Events Management System

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Chapter 1

Introduction

We have designed a web application, Teams Events Management System, for SD Worx Limited. It will provide the team leaders and members with an easy-to-use platform for communicating within themselves and with other general employees for feedback. Our purpose is to override the problems prevailing in the practicing manual system and provide our clients (SD Worx Limited) with a system that allow them to plan events and give and receive feedback so they can function efficiently and provide their best service.

Our management system has 4 basic categories:

- Super Admin to manage all teams.
- Team leader to manage his/her team.
- Team members of the team
- General employees of the firm

For the employees, this Events management system will provide them access to see all events and provide feedback and team members will be able to view all events planned, create and update events. Similarly, for team leaders, they will be able to view all events planned, create, update, and delete events, reporting access, add team members to his/her team. For the super admin, this system will be divided into the following three sections:

- Create, View, Update and Delete Groups (Payback, Fun@Worx..)
- Assign Group Leader(s) to the Team
- View all the Teams' events and generate combined Reports.

No formal knowledge is needed for the user to use this system as we tried to keep it as minimal as possible, making it a user-friendly software.

Our Management System is not only digitalizing the booking of events providing ease of access to the users, but will also digitalize the firm's functionalities such as adding/removing teams, team members etc.

Chapter 2

Project Scope

The scope of our Teams Events Management System is to automate the existing manual system by the help of computerized equipments and a software that is fulfilling their requirements so their information can be stored for a longer period along with ease of access to that information. It manages the details of events, team leaders, team members, feedback etc. The Teams Events Management System is built at administrative access, hence only the super admin is guaranteed the access to all information mentioned above whereas the team leader has access to only his/her team's information (limited access). Similarly, the team members and general SDWorx employees has limited access.

We tried to computerize as many processes of Event Management as we could such as:

- Satisfy the user requirements.

- Be easy to use for the user and operator.

- Easy to operate.

- Have a good interface.

- Be expandable.

Chapter 3

Project Stakeholders

A formal definition of a stakeholder is: "individuals and organizations who are actively involved in the project, or whose interests may be positively or negatively affected as a result of project execution or successful project completion" (Project Management Institute (PMI®), 1996).

For our Teams Events Management System, we have following stakeholders:

- Super Admin

- Team leaders

- Team members

- General SDWorx Employees

Chapter 4

High Level Goals of Stakeholders

Stakeholder	Goals in System
Super Admin	- Create and View Groups - Update and Delete Groups - Assign Group Leader(s) to the Team - View all the Teams' events and generate combined Reports
Team leader	- View all events planned. - Create and Update Events - Delete Events - Reporting access - Add Team Members to his/her Team
Team member	- View all events planned. - Create and Update Events
General SDWorx Employees	- View all Events in calendar. - Rate & provide feedback on executed events

Chapter 5

List of Features

Following is the list of some of the features of our Event Management System:

1. Minimal and Aesthetic UI (User Interface)

2. Easy to Use

3. Expandable Implementation

4. Accuracy in Work

5. Smooth Flow

6. Easy and Fast Retrieval of Information

7. Additional Comments for more information

8. Robust Database Backend

9. Easy to Update Information

10. Well Designed and Minimal Reports

11. Decreases the Load of the Person Involved in Existing Manual System

12. Time Efficiency

Chapter 6

Functional Requirements

Following are the functional requirements of our EMS:

1. Add, create, and update Events:
    The system provides this facility to team leaders and team members only.

2. Delete Events:
    The system allows only the Team leader to delete events.

3. View Events:
    The system allows all users to view events planned.

4. Create, View, Update and Delete Groups:
    The system allows only the super admin to create, view, update and delete groups.

5. Assign Group Leader(s)
    The system allows only the super admin to assign group leader(s)

6. Generate combined Reports.
    The system allows only the super admin to generate combined reports.

7. Login:
    The system allows all users to log in and they are being re directed according to their role (super admin, team leader, team members or general employees

8. Registration:
    All users must register to access the system.

Chapter 7

Non-Functional Requirements

1. Minimal Interface:
   Interface should be simple and easy for users to adapt to

2. Speed:
   System should be fast and responsive, with as minimal lag as possible

3. Portability:
   There should be abstraction between the application logic and the system
   interface system should be modular

4. Reliability:
   System should be stable, not prone to crashes. User should expect to have a
   consistent experience every time they use it.

5. Scalability:
   System should be extendable if required, and adapt to greater number of
   users. It should be open for more functionalities to be added if required.

6. Security:
   User data and/or other private details must be kept confidential and only
   visible to those authorized to view them

7. Data Integrity:
   Data stored should not be compromised, and should be accurate and reliable.