Bangladesh University of Engineering and Technology

CSE-408 Final Report

Software Documentation

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1 Vision Statement

For customers who want to find an event planner or vendor, and event managers who want to organize event related tasks, the Event Management and planner recommendation web site is a networking platform that builds a bridge between event managers, vendors and customers. Currently in Bangladesh there is no go to platform where one can find a planner according to their customised needs, get recommendations according to their event demand or any website which helps managers manage all activities related to an event (from event creation to completion), which is what our product aims to resolve.

2 Project Goals

Planning an event is a hectic task, which is why event planners and management firms play a key role in taking the burden of planning the event for us. It is crucial to find a planner who will be best suited for planning customised events for us. In Bangladesh we rely on word of mouth and Facebook likes to determine whether a particular planner is good or bad but there is no way to compare or get suggestions on which firm will be best suited for taking over one's event.

Apart from the hassle of finding a planner, there are many problems in the current scenario which the event planners themselves face when organizing an event.

2.1 Problems in current scenario:

- In the present system event company have to do all management work manually.Checking old records manually is very cumbersome.
- To make an event successful event manager needs different service provider like Sound systems services, Lighting providers, Canteen services, stage construction but there is no online resource on finding a vendor and people usually contact local vendors to do their job disregarding their competency.
- No system to check the past expenses of any event or get the answer to a specific query in one click. Although some companies use erp's, but they tend to be slow, ineffective and varies from firm to firm.
- It is very difficult for a new firm with limited resources to manage contacts of vendors/service providers within their expenditure boundary.

- Events often rely on the memory capacity of the Coordinators to remember every bit of what needs to be done, based on notes made on diaries. For intercity events this exchange of information is more difficult.
- There is no formal system by which orders are generated to service providers or for recording when such services were delivered and if the services were of the right quality. So information is passed around verbally and this has caused considerable problems.

2.2 Modules

For ease of identifying goals we divided our project into three modules, based on the three stakeholders of the website, the event manager/planner, vendor, customer.

`Customer Module`

A Potential client can find a suitable event management firm, according to their budget,by filling out basic details about her intended event, in order to avoid the hassle of organizing an event by themselves. They can rate the agency before or after receiving the agency's service and view her and other's event page.

`Event management module`

The events needs to be entered for the company to organize. An Event Firm gets a platform for promoting their brand, access to make one-on-one interaction with clients and vendors, reduce their resource cost on management tasks.They can create an event after receiving message from the client and choose to accept or discard their request.

`Vendor module`

They are providers of specific services who can be mobilized quickly to participate in any given event.Service providers get a platform to be heard and increase client base because of exposure.

3 Software Requirements Specification (SRS)

3.1 Purpose

The Event management and planner recommendation website is describing the process of getting suggestions/recommendations regarding event planners. From the event planner's side it deals will all activities regarding creation of an event. This software will interact with a user who is willing to put in order a customised event, and also with the event planner and vendor.

3.2 Document Conventions

The SRS uses, wherever possible, the standard conventions of the Software Development Life Cycle. The construction of graphical representation will use the standard UML format as the industry standard. Coding and code references will try to use standard Visual Basic .NET nomenclature with standard comment protocols, but it isn't strictly followed. Deviating standards will be explained in detail as they are applied.

3.3 Intended Audience and Reading Suggestions

This SRS will be used by the team members or anyone who is included in future stages to assist in the development of the website. Various interested parties, who will be observing and consulting in the development, will have access to the most current version of the SRS. Those parties, at present, include sponsoring faculty, corporate coordinators, and client representatives.

The SRS contains a detailed description of the software development and required components with suggested feature inclusions. Detailed interface diagrams are included to show how the software will interact with the user, hardware, other software and methods of communication.

The development team should begin with the detailed description in Section 2, and then proceed to the interface requirements in Section 4 to understand the implementation requirements. Other interested parties should use the diagrams represented in Appendix B to help visualize the development process detailed in the various sections in the SRS.

3.4 Project Scope:

3.5 Product Perspective:

3.6 Stakeholders/user characteristics:

`Client`

A client is someone who is looking for an agency or vendor who will plan/organize or provide particular service and help arrange their event

`Event manager/planner`

She is someone who works for an event management agency and is a representative of her agency in the website. An event manager accepts event requests from clients and decides which one to accept and discards the others.

`Vendor`

Unlike an agency, a vendor provides a particular service like decoration and lighting, food and catering, photography etc. Apart from this vendor has the functionalities of an agency but in limited form.

3.7 Design and Implementation Constraints

The following is an initial list of constraints that was considered during the development process. More constraints than those listed may arise as security and corporate policies become available and application is required.

Memory size and capacity of the website will limit the amount of database information that can be stored at any one time. Our code base is huge and could have been optimized using design patterns.

3.8 System Features

The following are detailed descriptions of the features listed in Section 2.2. As the design component of development cycle progresses, additional details for these features may be added to this SRS.

1. Secure login
2. Separate user registration

3. Profile creation/modification
4. Client viewing screen
5. Request Event
6. See request briefing
7. See request history
8. Two way messaging
9. Two way rating (behavior, professionalism, price fairness, overall, service, average)
10. Matching Between Agency and Client
11. Show all events in the website

3.8.1 Secure login

`Description and Priority`

High Priority – This interface will allow the user to gain access to the Event management and planner recommendation system.

`Stimulus/Response Sequences`

The user will enter his/her username and password in the appropriate fields then press the submit button.

`Functional Requirements`

REQ-1: The user must have a valid user account to log in and access the system.
REQ-2: A failed login will pop up an alert message saying -

"Please enter a correct username and password. Note that both fields may be case-sensitive."

3.8.2 Separate user registration

`Description and Priority`

Description – A user can be of three types - client, agency, vendor. Separate registration of users is needed so that each user gets a distinct view of the website according to their role.

High Priority – This interface will allow the user to gain separate view of the Event management and planner recommendation system and perform mutually exclusive tasks.

`Stimulus/Response Sequences`

The user will enter his/her username, email, password and password confirmation in the appropriate fields then press the submit button.

`Functional Requirements`

REQ-1: User cannot use information sequence which already matches with existent data in the database.

REQ-2: On input of weak password user will get an alert saying -

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

The user must have a valid user account to access the following features.

3.8.3 Profile creation/modification

`Description and Priority`

Medium Priority – This interface will allow the user to create a profile for themselves which will contain additional details not inserted during registration.

`Stimulus/Response Sequences`

Profile information varies according to the role of the user.

Client: Client Name*, Client Contact Number, Email Address, Address, Your Occupation, Client's working website, Client's company name

Agency: An agency can include - Agency Name*, Agency Contact Number, Language Spoken,Internally,Website,Number of people in the team,Year of establishment, Personal email, Annual turnover (it will not appear in your profile), Company description, Office Addresses(multiple entries), Company Logo.

Vendor:

The user will enter information in the appropriate fields, then press the save button.

`Functional Requirements`

REQ-1: Agency/Vendor can add multiple office addresses.

REQ-2: Only the * marked field are mandatory.

REQ-3: User input is done in text field.

REQ-4: Information already filled up, is automatically pre-filled while editing so that user doesn't have to manually type the same info again.

3.8.4 Client viewing screen

`Description and Priority`

High Priority – This is the initial view after the client clicks the request event button in main page.

`Stimulus/Response Sequences`

The viewing screen shows six tabs labeled with the following titles from left to right as : Request Event, Briefing, Results, Request History, Inbox

`Functional Requirements`

REQ-1: Navigation to each selected tab.

REQ-2: The font will be large enough for easy reading.

3.8.5 Request Event

`Description and Priority`

Medium Priority – This interface will allow the client to fill up information which will be necessary for making a match with their best suited agency later on.

`Stimulus/Response Sequences`

The user will choose her desirable options from the questionnaire, then press the submit button.

`Functional Requirements`

REQ-1: The briefing questionnaire includes the following questions and options in Table 1.

REQ-2: The user cannot leave any question unanswered.

REQ-3: User input is done using checkbox/radio button field.

REQ-4: Client cannot edit a request which has already been submitted.

3.8.6 See request briefing

Description and Priority

Medium Priority – This interface will allow the user to see the response he just made.

3.2.2 Stimulus/Response Sequences The user has nothing to input here. 3.2.3 Functional Requirements REQ-1: The latest brief request is shown in a list view.

3.8.7 See request history

Description and Priority

Medium Priority – This interface allows the user to view her event request history till date.

Stimulus/Response Sequences

The user has nothing to input here. On clicking an arrow under the event type, detailed answers to the questions are displayed.A scroll bar will allow the client to navigate the list view that might extend beyond the size of the screen.

Functional Requirements

REQ-1: A tabular list of with columns event, event status and event date is displayed.

REQ-2: Beside the entries of event column, an arrow drop down is present.

REQ-3: Clicking the drop down results in viewing detailed answer to the questionnaire.

REQ-4: Event status can be accepted, pending, deleted.

REQ-5: A search bar at the top displays result by filtering input keywords.

Q-1 What service do you need? • Wedding • Birthday • Office party • PR event • Branding and positioning • Anniversary celebration • Bridal Shower	Q-2 What budget range would you be comfortable with? • Tk 1000-5000 • Tk 5000-10000 • Tk 10000-20000 • Tk 20000-50000 • Tk 1-2 Lakh • Tk 2-5 Lakh
Q-3 Where should the agency be located? • Dhaka • Rajshahi	Q-4 Which language should the agency speak? • English • Bangla
Q-5 What is your goal behind the event? • Create the buzz with out of the box concept • Thank my best customers • Celebrate an important event • Launch a product • Make people talk about our company	Q-6 What is your job? • Business Owner, CEO • Marketing Manager, Brand Manager • Consultant • Marketing agency • Sales representative • Business Developer • Student • Other
Q-7 Which size of agency would you prefer? • Small Studio(1-10 people) • Medium Studio(11-30 people) • Big Studio(31-100 people) • Group(101+ people) • I do not care	Q-8 Do you need any other service? • Food and catering • Photography and video of the event • Electronics and decorations • Stage and hall decoration • Promotion of the event • Music, dance and entertainment • Makeover service • Hosting service • No
Q-9 Do you want to work remotely with the agency ? • No, I want to work physically with the agency. • Yes, I can work with the agency remotely.	

Table 1

3.8.8 Two way messaging

<u>`Description and Priority`</u>

3.2.1 Description and Priority Medium Priority – This interface will allow the users (both client and agency) to gain access to communicate with the agencies and clients using the software.

<u>`Stimulus/Response Sequences`</u>

From CLient POV The client will enter his/her subject and message content in the appropriate fields then press the send button to send the message to the agency.

From Agency POV The agency will enter his/her subject and message content in the appropriate fields, then press the send button to send a message to the client.

<u>`Functional Requirements`</u>

REQ-1: The user must have a valid user account to log in and access the system.

REQ-2: After logged in, the users (both clients and agencies) can go to the messaging interface to send message to each other.

REQ-3: The interface have a subject field and a content field. User will fill up the field and then click send to send the message to communicate.

REQ-4: The email addresses are taken from the users (sender and receiver) profile to ease the communication between them. After sending a message, they will be directed to the previous page.

3.8.9 Two way rating (behavior, professionalism, price fairness, overall, service, average)

<u>`Description and Priority`</u>

Medium Priority – This interface will allow the users(both client and agency) to gain access to rate the agencies and clients using the software.

<u>`Stimulus/Response Sequences`</u>

From Client POV The rating system in this software is divided into 5 subgroup of rating criteria such as, behaviour, professionalism, price fairness, service and overall. Clients rate the agencies in these criteria and an average rating is also shown along with the above criteria.

From Agency POV The agencies can also rate the clients depends on their behaviour, professionalism, price fairness, service and overall criteria. An average rating derived from the above criteria is also shown with them.

Functional Requirements

REQ-1: Users (both agency and client) are required to log in before going to the rating page.

REQ-2: Once in the rating page, the user will choose the agency/client to rate and review them and click the submit button to submit their opinion about them.

REQ-3: After finishing rating and reviewing, the user can leave the page.

3.8.10 Matching Between Agency and Client

Description and Priority

High Priority - This feature is the center of the whole software. Agencies will fill up their briefing information they want to show to the client. This information consist of basic information of the agencies such as agency name, address, language uses in the workplace, time of establishment, experience, past works, interests etc. The clients also fill their requirements for the agency form. These information gathered from both agencies and clients are then matched to get the best matches between the clients and agencies, and then the matched results of agency companies are shown in the list. The clients can then click the agency name to go to their agency page to see the details about their company, to know more about them.

Stimulus/Response Sequences

From Agency POV The agencies are required to fill out a form that will show their company information, their past works, interest etc. These forms are used in the matching between the agency and client. From Client POV The clients are required to fill out a form that will show their desired qualities in an agency. These forms are used in the matching between the agency and client.

Functional Requirements

REQ-1: Above forms (both from agencies and clients) are used for the matching between them.

REQ-2: The client can see the matching result in the Results tab of the window.

REQ-3: In the tab, agency name and match percentages are shown.

REQ-4: The clients can then click the agency name to see a brief description of the company and can go to the link directed to the company page to see additional agency detail. The clients can also message and rate the agency in this page.

3.8.11 Show all events in the website

Description and Priority

3.15.1 Description and Priority Low Priority - This will provide the agencies with the list of events being organized in this website by itself and other agencies. This will spark creativity and healthy competition among the agencies to do better in the future.

Stimulus/Response Sequences

An agency can select any event from the list shown in the website and can see some basic information about the events such as, event name, event description, event venue, event description, event time, event date, event creator, security (public or private event)

Functional Requirements

REQ-1: A list of events created by the agency is displayed after going to the create event page. REQ-2: A side menu bar is available to click to see all the events .

REQ-3: A list of events is shown to the agency.

REQ-4: Every event and its information is static.

REQ-5: A search box is present which filters out by keyword.

3.8.12 Agency viewing screen

Description and Priority

High Priority – This is the initial view after the agency user clicks the preference button in main page.

Stimulus/Response Sequences

The viewing screen shows six tabs for the following function from left to right as : Agency basic information, View agency reviews, View agency works, Edit agency images (logo and design/event-related), View agency payment history, client event requests (Inbox messages

<u>`Functional Requirements`</u>

REQ-1: Navigation to each selected tab.

REQ-2: The font will be large enough for easy reading.

3.8.13 Upload Agency Work Images

<u>`Description and Priority`</u>

Medium Priority – This is the initial view after an agency is logged in and then click Images tab to navigate to this specific interface.

<u>`Stimulus/Response Sequences`</u>

In the interface, agency can see their logo and can add event related works by clicking Add design button in the left corner of the page. They can add description related to each pictures if they want.

<u>`Functional Requirements`</u>

REQ-1: Navigation to selected tab (preference-¿images) after logged in.

REQ-2: The font will be large enough for easy reading.

REQ-3: The logo is static and can not change.

REQ-4: To add new design the agency will click the Add design button and will navigate to another page where event related images along with description (if the agency want) can be uploaded by clicking the save button in that page.

REQ-5: After uploading the images, agency will be redirected to the Images tab of the preference page.

3.8.14 Show Client List

<u>`Description and Priority`</u>

High Priority – This is the rightmost tab of the Home Screen the agency see after logging in. The client list of each agency is shown here.

<u>`Stimulus/Response Sequences`</u>

After navigating to the client list page of the home screen, agency can see the client they have worked with and the option to rate them based on the five sub categories.

<u>`Functional Requirements`</u>

REQ-1: The agency has to be logged in.

REQ-2: After navigating to the client list page, the agency can see the client they have worked with and the option to rate them.

REQ-3: The rate button will take the agency to another page where they will submit ratings and reviews for the selected clients.

REQ-4: The submit button will return them to the previous window (client list window).

3.8.15 Agency Payment History

Description and Priority

Medium Priority – This is the default view of the Billings Screen after the agency logged in.

Stimulus/Response Sequences

In the Billings screen, the agency can see their billing history that consists of agency name, address, date of payment, amount with vat, BKash Transaction Number.

Functional Requirements

REQ-1: After logging in and navigating (preference $->$ Billings) to the Billings screen, the agency can see the table view of the payment history. REQ-2: Information related to payment for that agency is displayed in static.

3.8.16 Fill up Agency basic information

Description and Priority

Medium Priority – This interface will allow the agency/event planner to fill up information which will be necessary for making a match with their best suited client later on.

Stimulus/Response Sequences

The user(agency) will choose her desirable options from the questionnaire, then press the submit button

Functional Requirements

REQ-1: The basic information includes the following questions and options in Table 2.

REQ-2: The user cannot leave any question unanswered.

REQ-3: User input is done using checkbox/radio button field.

REQ-4: Agency cannot edit an info which has already been submitted.

3.8.17 View event

Description and Priority

From Agency POV - High Priority – This interface will allow the agency/event planner to view the details of her own events.

From client POV - High Priority – This web page will allow both the agency/event planner, client or any other user to view the details of their a created event.

Stimulus/Response Sequences

The agent can click on the collapsible button to view the details of the event.

Beside that there is a link to the event page which anyone can visit.

Functional Requirements

REQ-1: The left side has a button named Dashboard which views the events list owned by the agency.

REQ-2: The event details include the fields : Event Name, Client, Venue, Type, Event Budget, Number of guests, Event Date, Event Time, Is it being arranged remotely?, Event size, Event description, Username, Stuffs, Security(private or public event)

REQ-3: Only an agency/agent/event planner has the ability to edit the details of an event, but anyone can view it.

3.8.18 Create event

Description and Priority

High Priority – This interface will allow the agency/event planner to create, view, update, delete an event.

Stimulus/Response Sequences

The agent have to click on the "Create an event" button on the left side of the dashboard.

<table>
<tr>
<td>Q-1 Which industries are you experienced in?
Wedding
Birthday
Office party
PR event
Branding and positioning
Anniversary celebration
Bridal Shower</td>
<td>Q-2 What area do you want to receive opportunities in?
Wedding
Birthday
Office party
PR event
Branding and positioning
Anniversary celebration
Bridal Shower</td>
</tr>
<tr>
<td>Q-3 Do you work remotely with your clients?
Yes, I'm used to working remotely with my clients.
No, I need to meet my clients physically.</td>
<td>Q-4 What is the comfortable budget range you need to work with?
Tk 1000-5000
Tk 5000-10000
Tk 10000-20000
Tk 20000-50000
Tk 1-2 Lakh
Tk 2-5 Lakh</td>
</tr>
</table>

Table 2

`Functional Requirements`

REQ-1: The agent is greeted with multiple textbox namely Event Venue*, Event type, Event Budget*, Event guest number and event description.

REQ-2: The agent has to fill up all the * marked fields

REQ-3: Only an agency/agent/event planner has the ability to create an event

3.8.19 Edit event details or delete event

`Description and Priority`

High Priority – This interface will allow the agency/event planner to edit event details or delete the details of her own events.

`Stimulus/Response Sequences`

Beside the main collapsible view button there is a delete and edit details button.

`Functional Requirements`

REQ-1: Agency can delete an event with one click.

REQ-2: The edit event details feature include the fields : Event Name, Client, Venue, Type, Event Budget, Number of guests, Event Date, Event Time, Size of my company, Event description

REQ-3: Only an agency/agent/event planner has the ability to edit or delete an event

4 User Guide : Getting Started

4.1 System Requirements

4.2 Quick Start

4.3 Launching the Website

4.4 Demonstration of the Website

5 System Guide and Maintenance

5.1 System Installation

The Event management and planner recommendation is a web application that is developed to work on a non deployed website, hosted on the localhost server of the laptop it is run on. Please note that the functionality of the website is nearly identical to how the application would act after a real world deployment, and all features of the Event management and planner recommendation site are able to be used.

The Event management and planner recommendation website was developed using Django framework and Python in the back end with bootstrap, HTML and CSS for the front end. To run the application, Python (above 3.0) and PyCharm must be installed on the computer being used as the first step. Use the latest recommended level of installation.

Now that the PyCharm platform has been installed on your machine, multiple dependencies need to be installed. The dependencies are -

1. Django(2.0)
2. pip3 or pip
3. crispy-forms
4. openpyxl
5. Pillow
6. widgettweaks
7. Time-zone Asia/Bishkek
8. SMTP
9. bootstrap
10. pip wheel

5.2 System Maintenance

If any maintenance, changes, or additional functionality needs to be made to the Expense Tracker application, it is helpful to know some of the ins and outs of the code and to be made aware of some of the specifics of the code. This section of the document will go into a bit of detail on some parts of the project to help the maintenance person understand the project. Because this project is a 3-tier project, this discussion of the code will be grouped into the three different tiers of the architecture.

5.3 Database and Backend

The physical database is created within the code and is implemented using the integrated SQLite3 database server. Open the db.sqlite3 to view the database file.

6 Coding standards checklist

Coding Standards This checklist provides criteria for evaluating the quality of code. It can be used as a reminder of what is needed during the coding phase of a project or as a checklist of what to look for when reviewing code.

Coding Standards

- The code is under version control in github. The owner and mergers regularly update their work in the repository.
- As the full code is written by different developers, there is little the consistency across all code regarding naming conventions, comment style, indentation etc. Any developer who update their work in the github includes comment of these above things to dissolve any kind of confusion in the future.

To further see, the full code can be seen from the github link of the repository Event Management.