Habib University Student Life Event Management System

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Business domain: Event Management

Purpose:
We're aiming to design a capable event management student for Student Life (SL) at HU, that is able to help streamline

- the booking of campus facilities and resources,
- scheduling of events (avoiding clashes; form submission and automated approval procedures),
- getting updated and useful information on upcoming, and current events.

The current SL system for organizing events is not very simple. One has to go through various bureaucratic hurdles to organize an event, which may only be communicated once or twice via emails that are often ignored as less important. Our project/solution may not be able to remove the overly bureaucratic aspects of event organizing procedures, but can collect and provide information in ways that makes those procedures simpler. We aim to create a portal that can let organizers organize events, keep SL informed of logistics and other necessary details and the potential event-goers the an updated source of event schedules and information.

While we are creating a solution for Habib University's Student Life department specifically, the envisioned end-product should be easily customizable for almost any sort of event management.

Modules:
- Event Registration portal
  - A tool for the customer/external user (e.g., club member that wants to organize an event), to submit event booking and requesting details.
  - This would include various details covered under the database module.
  - Requests made will be forwarded to SL (admin) for them to approve and add to the greater database.
- Event Schedule portal
  - A portal that shows in near real-time current and upcoming events.

- o This may optionally include reminders and maybe even .ics features.
- Administrative Data management:
  - o A locally-run admin-only portal for viewing the information on the database.
  - o This can include historical data which would be very useful for improving event timings, budgeting etc.
  - o The database may include the following entities and attributes:
    - ▪ Organizers:
      - • Independent department (e.g. OAP), faculty or student
      - • Clubs (registered students, budget, sponsorships, affiliations etc.) (!!!)
    - ▪ Event
      - • Participants (information from sign-up forms – could be automated in ideal cases)
      - • Volunteers
      - • Budgeting and coupons
      - • Room bookings
      - • Resources (e.g., sports equipment, Zoom account)
    - ▪ Media
      - • Photo/videography by marcom/employed vloggers properly archived
      - • Marketing material archived (maybe as post links or .eml files)
  - o …

There is a lot more data that can be included and the above list is not exhaustive yet. We shall keep it limited to what's relevant and necessary for a bare minimum service as we start out and proceed accordingly, the (!!!) show which data matters most.

Logistics:
The solution may be implemented as a web portal (using the Flask framework). However, given that only 1 member of the team is well-versed with this toolset, we may also just make a locally-run program via the tools that shall be introduced to us throughout the course, and additionally link it with an online forms service (like MS Forms) to receive incoming requests and a simple website or a communication portal (like MS SharePoint) to share information like schedules.