PROJECT PROPOSAL

Your Office Planner

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The aim of 'Your Office Planner' is that this software will allow the employee to create meetings, allocate slots for the room booking, create personal calendars which the employee can share with other colleagues. This will also allow you to chat with other employees in private meeting chat. This project should make the calendar organisation easier for the employees and decrease the time of meetings by allowing to attach tickets and description to a meeting.

The room booking will allow the employee to book in a room for certain date and time, add other employees who will be with them in the meeting room and give a brief or detailed description about the meeting. Employees will be able to see the meetings they have attended to and all the files that have been shared in this meeting. The meetings history will be grouped so its will make it easier for the employee to find relevant information from the meeting.

Challenges presented by the project:

The challenges in the project lie in:

- Building a stable software
- Storing Employees data
- Connecting the software to the mobile application
- Problem analysis and problem solving

Identify Problem

The real problem is that there is no such software within the company. The employees use their own computer calendars and there is no room allocation system. Lack of this software makes it hard to book the meeting rooms especially with so many people employed by the company. Employees look for free rooms if all the meeting rooms are taken. The problem has been evolving as the company is growing very fast and more people are employed. The problem occurs when there is a lot of visitors coming on the same day and take most of the meeting rooms. This makes hard for other employees (e.g. HR) to organise their meetings.

Problem solved by this software:

-Room allocation issue.
-Meeting history
-Will allow to see who has accepted the request for the meeting
-Chat/meeting history
-Organisation

This software will resolve all the issues. There will be a room allocation system to which everyone will have access to. The software will be available on all of the company computers so everyone will have their own login & password for their personal calendar. The meeting history/chat history will be a good solution for the pen and paper, a lot of the meeting notes often gets lost. All the data will be protected and stored on the company's server.

Room booking system will be working directly with personal calendar which means if the person rejects your meeting invitation the personal calendar will notify you and ask you if you still would like to keep the room booking.

Motivation

This problem is not only interesting but is very important for the company. There is a simple solution in place. Employees are using the google sheets for the room booking however not a lot of people uses them as its not very clear and a lot of people don't even know about it.

Employees are using the standard calendar which is not connected to their email address or put everything in their diary. This solution is not as effective or secure as the 'Your Office Planner' will be.

Summary

This project will definitely be a great solution for meetings & booking within the company and will be a great thing to have. This software might not earn company money but will definitely save time so there will be more time to make money.

Java is the most appropriate programming language to write this software and the database will be running on MySQL. The software will run on all the computers in the company. I will use eclipse to code the program in and create the database in MySQL Server.

The biggest problem that I will have to overcome is the (enable network) in the software so the employees will be able to use the program at work or at home. Due to high intensity at the work place it will be quiet hard for testing the software at the workplace. One of the problems will also be where to store the data as it will be very important that no one granted will have access to the data, also all the data will have to be encrypted.

This system might not be the most unique but it definitely will be written specifically for the company needs and later on might be updated with new features so other companies would be able to use it.

This is the Time Line for my project:

At Risk	Task Name	Status	Start Date	End Date
☐	⊟ **System Requirements**		**15/09/16**	**30/10/16**
⚑	Gather all requirements	Complete	15/09/16	25/09/16
⚑	Create UML	Complete	23/09/16	20/10/16
⚑	Set up environment	Complete	20/10/16	30/09/16
☐	⊟ **Coding**		**30/10/16**	**01/02/17**
⚑	Write up the main Booking System	Not Started	30/10/16	30/11/16
⚑	Write up personal Calendar	Not Started	01/12/16	24/12/16
⚑	Merge Booking System & Calendar	Not Started	24/12/16	30/12/16
⚑	Create Database / Add user groups	Not Started	01/01/17	30/01/17
☐	⊟ **Testing**		**01/02/17**	**01/04/17**
⚑	Create Test	Not Started	01/02/17	14/02/17
⚑	Set up testing environment	Not Started	14/02/17	16/02/17
⚑	Test	Not Started	16/02/17	28/02/17
⚑	Apply Changes from test feedback	Not Started	01/03/17	10/03/17
⚑	Test the program after final changes	Not Started	10/03/17	23/03/17
⚑	Submit	Not Started	01/04/17	01/04/17