

**Axios**

## **Club Booking System**

### **Request for Proposal**

**Version 1.0**

**January 20, 2023**

# Club Booking System Request for Proposal

*Project Version 1.0*

## Document History

| Version | When       | Who   | What             |
|---------|------------|-------|------------------|
| 1.0     | 20-01-2023 | Axios | Initial Drafting |
| 1.1     | 27-01-2023 | Axios | Final            |

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## 1.0 Project Overview

At Axios, we want to improve the resource booking system currently used by the University of Victoria (herein UVic) by implementing a Club Booking System (CBS). Currently, we are facing these problems:

- Rooms are only available in the McPherson Library, Mearns Centre, and Priestly Law Library
- Select resources are only rentable in person through UVic Libraries, from the Ask Us Desk
- Current system lacks privilege hierarchy
- Current system doesn't support inventory tracking for rentable resources
- Rooms are only bookable up to 7 days in advance

We anticipate that using a CBS to book resources and consolidate them in an accessible web application will help to resolve these problems.

## 2.0 Project Objectives

The CBS product plan should satisfy UVic's mission statement by fulfilling the following objectives:

- Admins can override room bookings or resource rentals requests made by users
- Resource stock is tracked in an inventory that is accessible to all users of the platform and updated live in response to an action, by Admins
- Club leaders are solely responsible for room bookings and resource rentals, other members are prohibited from making requests on behalf of the club
- All buildings on campus that contain classrooms are bookable

### 3.0 Current System(s)

Currently, rentable resources in UVic ask the students to log in with their NetLink ID to fill out the information manually. Students have to write down their group size, which building they prefer to book, which date and the time durations 7 days in advance to use UVic properties. The current booking system does not support inventory tracking, lacks the privilege hierarchy and requires administrative staff to sign it off.

When students use the booking software, the available room and resources are generally present immediately.

### 4.0 Intended users of the system and their interactions with the system

The intended user group includes:

- UVic Students

UVic students are the primary users of the CBS and can book study rooms through a web application using their mobile devices or computers. Students constantly interact with the system throughout the school term to book study rooms, especially during the midterm or the final exam period. More specifically, only leaders of a club can access the CBS system to book resources.

### 5.0 Known interaction with other systems within or outside the client organization.

The CBS will interact with the Audio and Visual Media Services(AVMS), UVic Netlink account database, and other room booking services for non-club purposes. AVMS are responsible for the University's use of equipment rental, which will be tracked in the CBS. Since the CBS will be using Netlink accounts to sign in, the CBS will also be interacting with UVic accounts databases. These rooms will also be booked for study groups and other miscellaneous purposes and will need to be considered when clubs also want to use these rooms.

### 6.0 Known constraints to development

Must be easier to use and offer more functionality than the current system.

- As this new system will replace the current booking system. This new booking system must be better than the current system by offering users more features and ease of use.

The development must not take more than three months.

- The project must be complete or mostly complete with all the main features done by April. As that is when the client wants the project to be complete.

Must support room and resource booking across the university.

- This is to expand on the current system, which only has a handful of buildings, rooms and resources for those rooms that the user can book.

Must support UVIC id login.

- Since the admin needs to be able to override room bookings or resource rentals requests made by users.

#### Budget

- The project's budget must not exceed \$2000.

## 7.0 Project Schedule

The following table outlines the project schedule.

| ID | Task Name             | Start Date | End Date   | Duration | Assigned To | Percent |
|----|-----------------------|------------|------------|----------|-------------|---------|
| 1  | Release RFP to Market | 20-01-2023 | 27-01-2023 | 7 Days   | Axios       | 100%    |
| 2  | RD 1.0                | 27-01-2023 | 12-02-2023 | 12 days  | Developer   | 0%      |
| 3  | RD 1.1                | 12-02-2023 | 13-02-2023 | 1 day    | Axios       | 0%      |
| 4  | RSD 1.0               | 13-02-2023 | 25-02-2023 | 12 days  | Developer   | 0%      |
| 5  | RSD 1.1               | 25-02-2023 | 26-02-2023 | 1 day    | Axios       | 0%      |
| 6  | RSD 2.0               | 26-02-2023 | 14-03-2023 | 16 days  | Developer   | 0%      |
| 7  | Prototype Demo        | 14-03-2023 | 21-03-2023 | 7 days   | Developer   | 0%      |
| 8  | RSD 3.0               | 21-03-2023 | 29-03-2022 | 8 days   | Developer   | 0%      |
| 9  | RSD 3.1               | 29-03-2023 | 31-03-2022 | 2 days   | Axios       | 0%      |
| 10 | RSD Final             | 31-03-2023 | 07-04-2023 | 7 days   | Developer   | 0%      |
| 12 | Final Demo            | 07-04-2023 | 14-04-2023 | 7 days   | Developer   | 0%      |

## 8.0 Project team

### Project team:

Axios is a startup company consisting of four software engineers, who can be contacted using the following information.

Website: <https://Axios.ca>

Email: [Axios@Axios.ca](mailto:Axios@Axios.ca)

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### Developer team:

Student Organization Committee is an established development firm consisting of five multidisciplinary software engineers, who can be contacted using the following information.

Haley Rutten (Senior Software Developer): [haley.rutten@gmail.com](mailto:haley.rutten@gmail.com)

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## 9.0 Glossary of terms

|      |                                 |
|------|---------------------------------|
| CBS  | Club Booking System             |
| RFP  | Request For Proposal            |
| UVic | University of Victoria          |
| AVMS | Audio and Visual Media Services |
| CEO  | Chief Executive Officer         |
| COO  | Chief Operations Officer        |
| CFO  | Chief Financial Officer         |
| CAO  | Chief Administrative Officer    |