

## CCIT Statement of Work

### Project Charter

<b>Project Name</b>	CCIT RSVP Application
<b>Project Purpose</b>	To develop and implement a new CCIT RSVP Application.
<b>Project Scope</b>	The purpose of the RSVP Application project is to provide Clemson faculty and staff with a single application for management of events which require RSVP responses. The project deliverables will include an administrative interface to the RSVP application as well as an end-user interface to acknowledge RSVP response for events.
<b>Project Milestone(s)</b>	Projected Start Date: January 25, 2013 Projected Completion Date: May 3, 2013
<b>Project Resources</b>	Web and Database Designer: John Bohannon Project Manager: Jamie Brown

### Functional Requirements – Administrative View

- Manage Users
  - Users of the system are defined to fit into one or more of the following categories:
    - Application Administrator – has full access to all administrative features of the system – can create, manage, and review responses to all events, and can assign/revoke administrative privileges to the administrative view of the site.
    - Event Administrator – has full access to create, manage, and review responses to his/her events only.
  - End-Users – the people who respond to the events defined by administrators – do not need to be defined explicitly within the system.
  - Unless a person is defined as an administrator, he/she will not have access to any administrative screens or functionality.
- Manage Events
  - Events listed in tabular format, with columns for event title, event date, and options
    - Events in table are shown (based on access restrictions)
    - Options to edit and delete events (based on access restrictions)
    - Option to Add Event (based on access restrictions)
  - Event-specific details are to include:
    - Title of Event
    - Description of Event
    - Location of Event
    - Date of Event

- Start Time of Event
- End Time of Event
- Maximum number of participants
- Yes/No attendance response versus Yes/No/Maybe attendance response
- Vegetarian meal options (visible or not)
- Guest options (visible or not – if visible, provide a box to enter number of guests)
- Event RSVP Open Date and Time
- Event RSVP Close Date and Time
- Event Contact Name, Phone Number, and Email
- Additional Event Administrators (by username)
- Yes/Maybe Responses viewed in a tabular view
  - Responses shown in tabular view, with columns to include response # (auto-incremented), Last Name, First Name, Username, Email Address, specific response (Yes or Maybe), plus any response to optional information requested (vegetarian, guest)
  - Total number of “Yes” and “Maybe” responses above table
  - Yes/Maybe Responses also available in downloaded spreadsheet

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## Functional Requirements – Response View

- Respondent can answer yes/no or yes/no/maybe (based on options set up when creating event) to attendance.
  - If answering yes or maybe, any event options (vegetarian and guest) can be answered.
  - Responses can be modified until the event RSVP close date.
  - If respondent answers yes, a calendar invitation can either be sent to the respondent with the event details or made available for download to manually add to the user’s calendar.
- If multiple events are open at one time, a screen will offer a choice to select an event. Otherwise, only the currently-open event will be presented.
- If no events are open when the Response View is opened, a notice will be shown indicating that no events are open at this time.

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## Technical Requirements

- Authentication will be provided by use of an .htaccess file. Authentication to the site will not be restricted to any particular subset of Clemson University, but will not be accessible without a valid Clemson University username and password (a “valid user”).
- Application will be developed using PHP 5 in a framework or object-oriented programming style with a MySQL database back-end to store the data.
- Initial target audience will be CCIT staff, but may be opened up in the future to all Clemson University faculty and staff.