

# Inception Report – “Winpin”

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## 1. Vision

The goal of this project is to design an Event Management portal “**Winpin**”, that allows users to participate in events and create engaging virtual events. The event portal will allow users to keep track of the different events, the schedule, the organizers and the overview of the events. The Organizers should be able to login to the system as an administrator to add and modify the events and view/edit participant list.

## 2. Business Scope

The website will be developed for “**Winpin**”. The Event Management system will allow users to participate in events as well as create engaging virtual events.

### 2.1 High Level Goals

The goal is to create an online inventory of the events to allow users to participate in the virtual events. The system will also the users to keep track of the schedule and participate in the event. Users can also create their own events with confirmation from Organizers.

### 2.2 Constraints

The System will be accessed by users remotely from different parts of the world. The events schedule should be listed as per the user’s time zone. Also validating the user participant to avoid multiple cancellation.

## 3. Use Case Model

The functional requirements are listed below in the form of Actors and Use Cases. Actors are the Organizers and Users who will access the website and Use Cases are the functions that can be performed on the website by the actors.

### 3.1 Actors

- Administrators
- Organizers
- Users

## 3.2 Use Cases

The following are the uses cases identified for the website

### 3.2.1 Login Authentication

The Organizers will have an administrator login to view and manage the events and participants list. The participants will need to register to the event to get a confirmation and have access to the virtual event.

### 3.2.2 Edit Events and schedule

The Organizers can edit the event list in the website. The Organizers can also accept, modify or decline the appointment made by the users

### 3.2.3 Cancellation

The Admin can block a user from participating in events if the users register and do not participate in the event.

Note - The use cases identified during the inception phase are only 10 percent of the total functionality of the website.

## 4. Supplementary Specification

This section will specify the non-functional requirements of the website.

### 4.1 Availability

The website will be available and accessible to the users 24 hours a day, 7 days a week. The down time for maintenance shall not be more than 2 percent.

### 4.2 Accessibility

The website will be accessible by the users with an active Internet connection.

### 4.3 Usability

The website is will have user friendly interface with quick response time.

### 4.4 Flexibility

The website can easily adapt to possible or future changes in the requirements without changing the underlying architecture.

## 5. Glossary

| Terms      | Meaning   |
|------------|---|
| Admin      | Administrator who will have complete access to the website  |
| Organizers | Organizers who will add the events to the website           |
| Actors     | The users of the website.                                   |
| Use Case   | The functionalities of the website described in a use case. |
| Events     | The list of events displayed in the website                 |

## 6. Risk List and Management Plan

The following are the risks that are involved in building the website.

| Risks                      | Risk Description   | Management Plan   |
|----------------------------|--|---|
| Event registration         | Only actors of have registered to the event can participate in the event | Actors will have access to the website and can view the events in the Event page but cannot participate unless they have registered/signed up to the event. |
| Participation cancellation | Actors can cancel up to 3 Online appointment                             | Users can cancel up to 3 Events after enrolling. The participation option will be revoked for the actor and can be only by the Admin.                       |

## 7. Prototypes and Proof of Concept

A proof of concept will be built and shared which will cover 10% of the Functional requirements before developing the entire website.

## 8. Iteration Plan

The following is are the list of activities and tasks required to develop the website

| Iteration                        | Story  | Time Box |
|----------------------------------|--|----------|
| 1. Login                         | 1. Create 'Login' Page<br>2. Test Iteration 1  | 2 hours  |
| 2. Add Events                    | 1. Create 'Add Events' page to register new events.<br>2. Test Iteration 2   | 2 hours  |
| 3. Register Events               | 1. Create 'Sign up' page to register to events<br>2. Test Iteration 3  | 2 hours  |
| 4. Home Page                     | 1.Create a 'Home Page'. This page includes include following option -<br>a. Events (Available to Users)<br>b. About (Available to Users)<br>c. Query Form (Available to users)<br>d. Upcoming (Available to users)<br>e. Create Events (Available to Organizers and Admin)<br>f. Signup (Available to users)<br>g. Search (Available to users)<br>h. Organizer Information (Available to users)<br>2. Test Iteration 4 | 22 hours |
| 5. Organization Page             | 1. Create a list of "Organizers" to display the details of the organizers and sign up to be volunteer in the organization<br>2. Test Iteration 5   | 2 hours  |
| 6. Events Page                   | 1. Create a list of "Events" to display the details of the events, schedule and an option to sign up to the event<br>2. Test Iteration 6   | 2 hours  |
| 7. Create Event/<br>Organization | 1. Create a "Create Event/Organization" page that allows users to request the Organizers/Admins to create their own Events.<br>2. Test Iteration 7   | 2 hours  |

## 9. Phase and Software Development Plan

To ensure that every phase and design during the development of the website adhere to the code, 'Unified Process', an iterative and incremental software development framework will be followed. A project management tool 'Redmine' will be used from project planning to source code management. A Training guide will be provided to the administrator to allow modifications to the inventory and appointment schedules.

## 10. Development Case

Unified Process of software development is used to design and develop the website. Lifecycle of software development is broken down into small length problems called 'Iterations' where each iteration is partial system. The requirements, design and specification of each iteration has its own time block and will be tested individually.