PROJECT REPORT TEMPLATE

BUILD AN EVENT MANAGEMENT

1 INTRODUCTION

1.1 Overview

A project aim is to provide real time knowledge for all the students who have basic knowledge to salesforce and looking for a real time project.The project will also help to those professional who are in cross technology and wanted to switch to salesforce with the help of this project they will gain knowledge and can include into their resume as well.

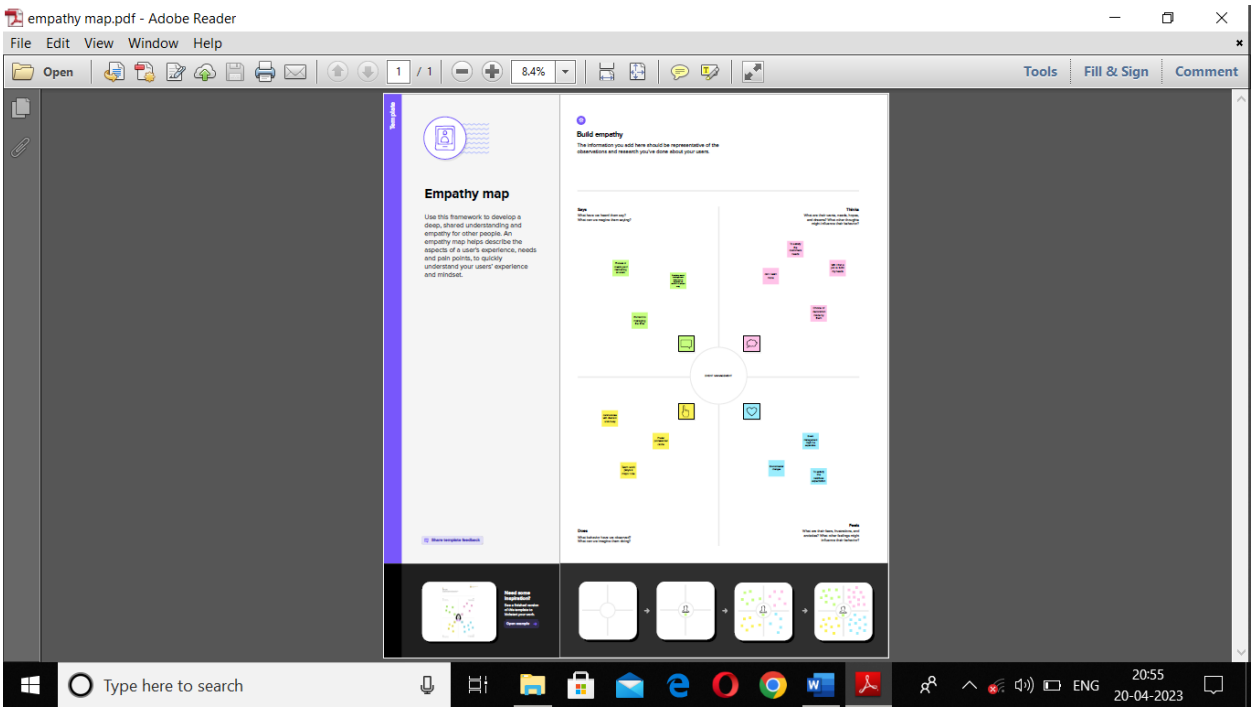
1.2 Purpose

At the start an event mnagement makes planning decision such as the time, location and theme of their event. During an event, event managements are tasked with reviewving event data,submitted KPI and ROI finding,and staying on the ball for any post event offerings.

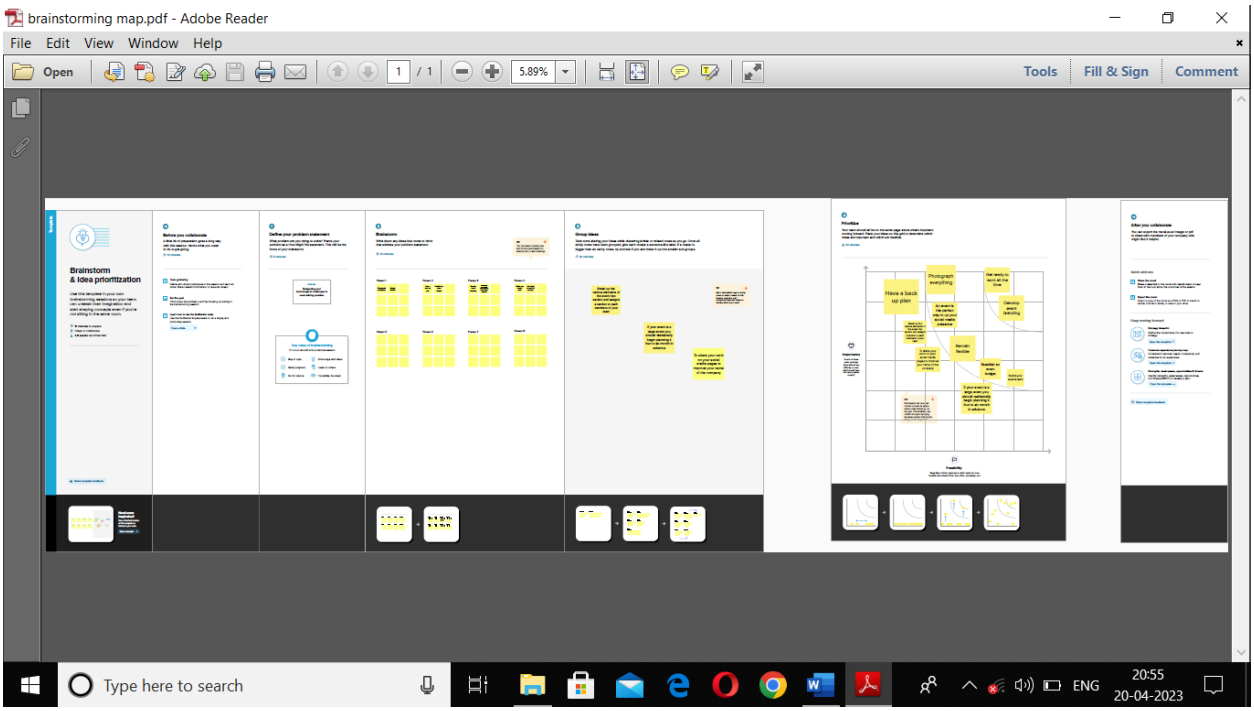
2 Problem definition and design thinking

Various types of sourcing, desinging, regulation checks and on site management.

2.1 Empathy map



Brainstorming map



3 Result

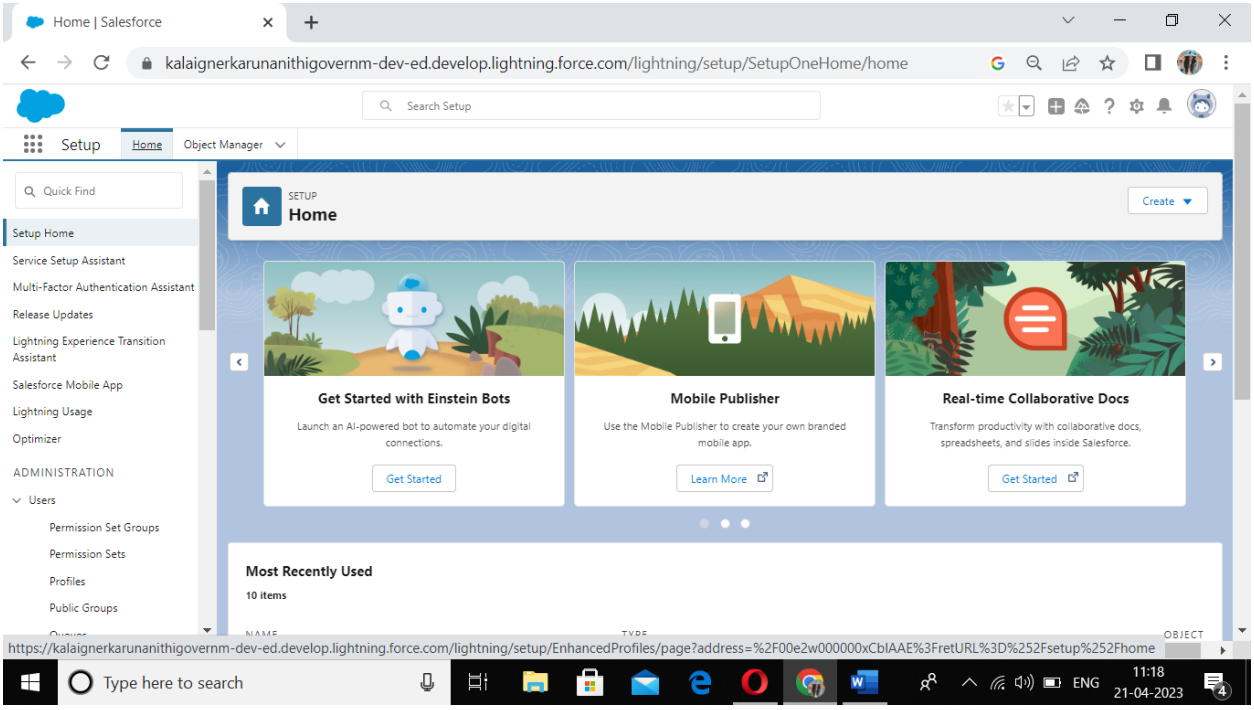
3.1 Data Model

<table>
<tr><th>Objecct name</th><th>Fields in the object</th></tr>
<tr><td>Event</td><td>
<table>
<tr><th>Field label</th><th>Data type</th></tr>
<tr><td>city</td><td>text</td></tr>
<tr><td>Phone number</td><td>phone</td></tr>
</table>
</td></tr>
<tr><td>Attendies</td><td>
<table>
<tr><th>Field label</th><th>Data type</th></tr>
<tr><td>ID</td><td>Auto number</td></tr>
<tr><td>Phone</td><td>Phone</td></tr>
</table>
</td></tr>
<tr><td>Speakers</td><td>
<table>
<tr><th>Field label</th><th>Data type</th></tr>
<tr><td>Bio</td><td>Text area</td></tr>
<tr><td>e-mail</td><td>Email</td></tr>
</table>
</td></tr>
<tr><td>Vendors</td><td>
<table>
<tr><th>Field label</th><th>Data type</th></tr>
<tr><td>e-mail</td><td>Email</td></tr>
<tr><td>phone</td><td>phone</td></tr>
</table>
</td></tr>
</table>

3.2 Activity&Screenshot

MILESTONE-1

- **Search Developer.salesforce.com**
- **Enter the following details like frist name,last name, email,role,company,county/reegion,postal code and username must be unique.**
- **click sign me up, after a few min you will reserve a mail salesfor org and by using the verify account link you can create your new password.**
- **click save**
- **search login.salesforce.com**
- **by using username and password you into the salesforce org.**
- **the setup page will appear as below**



MILESTONE-2

***For this event management we need to create 4 objects**

i.e Events, Attendees, Speakers and vendors.The below steps will assist you in creating those objects.

Creation of Attendees object:

- **click on theclear icon and them select setup.**
- **click on the object manager tab just beside the home tab.**
- **after the above steps,have a look on the extreme right you will find a create dropdownclick on that and select custom object.**

on costom object definition page,create the object as follows:

label:Attendees

Plural label:Attendees

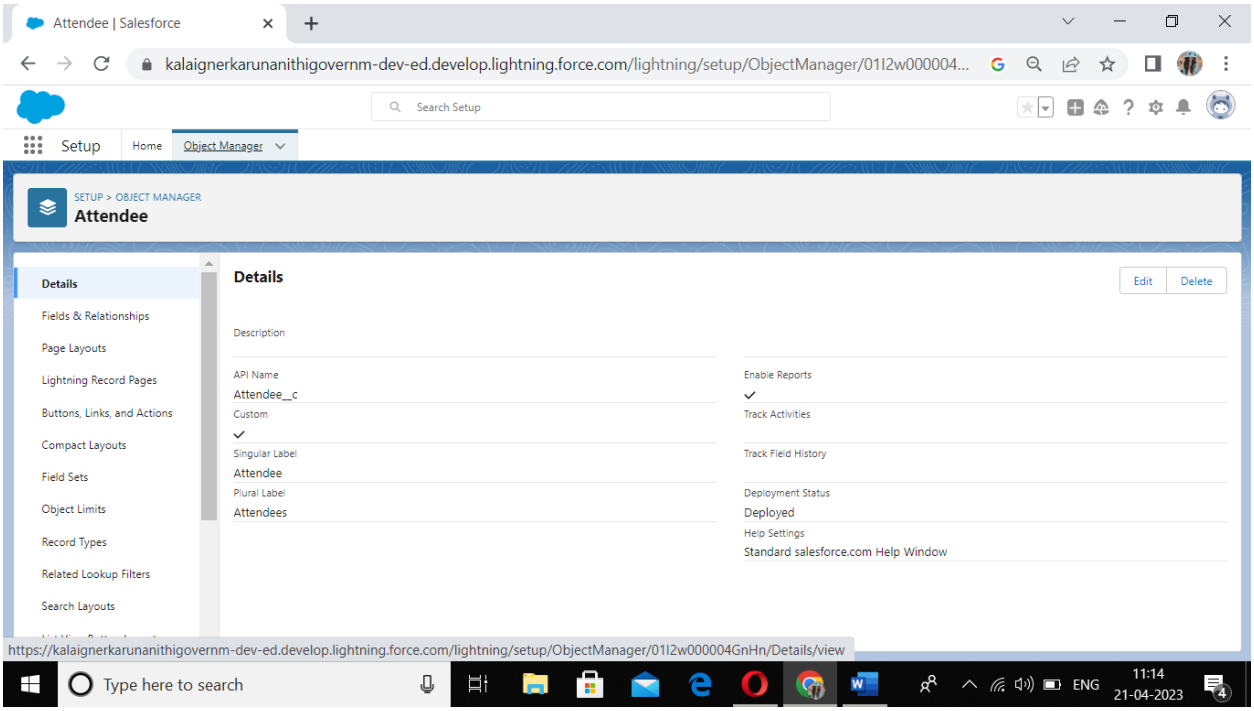
Record name:Attendee name

Check the allow reports checkbox

check the allow search checkbox

click save.

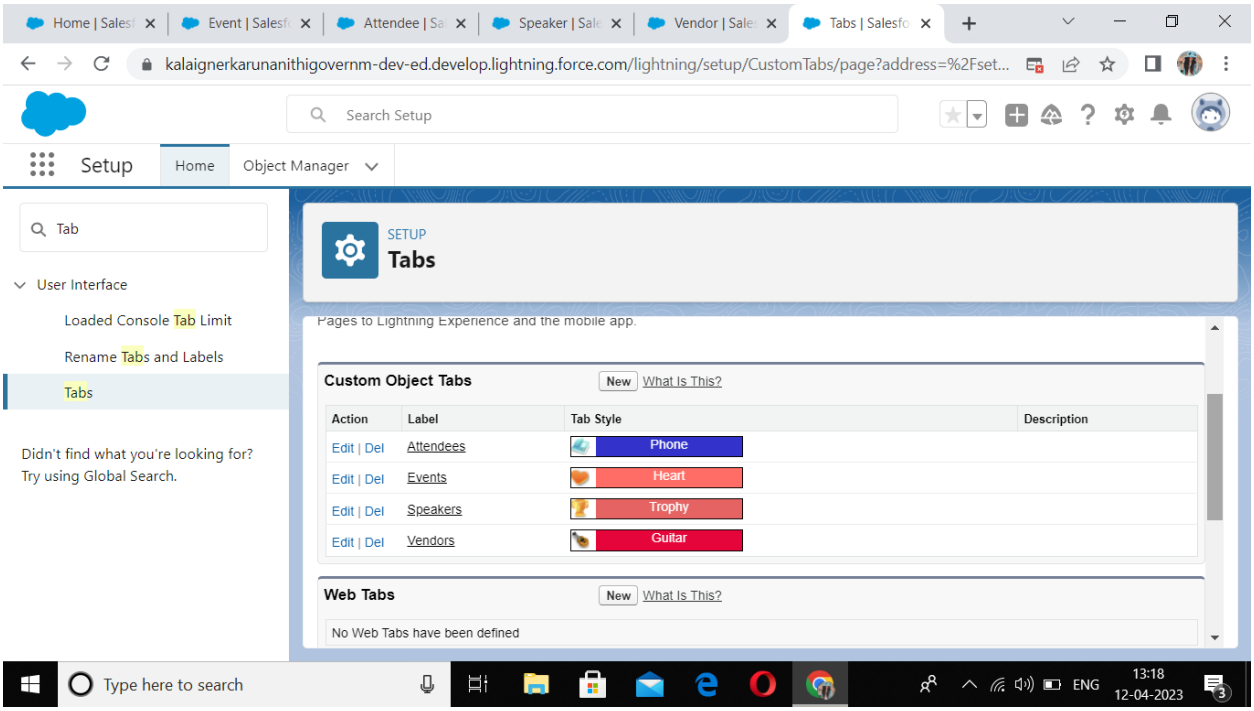
Similarly I have Finish all the activity event, vendors and speaker.



MILESTONE-3

***Click on home tab, enter tabs in quick find and select tabs.**

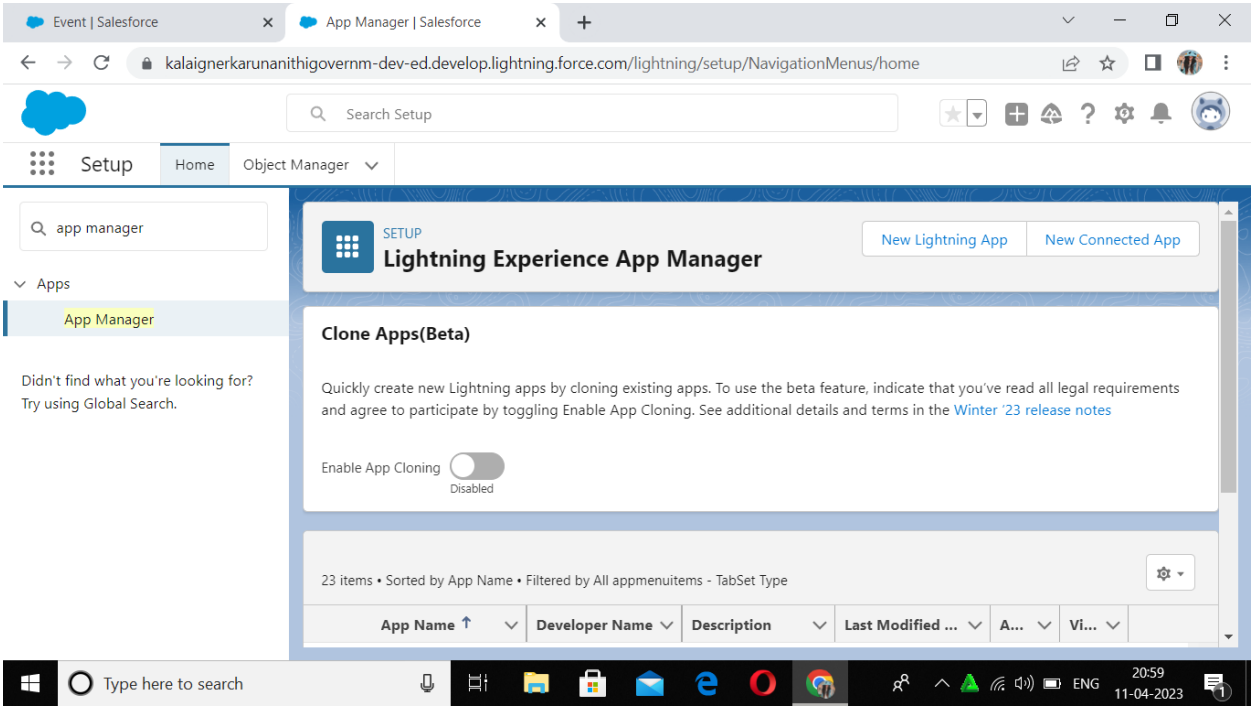
- **Under custom object tabs, click new.**
- **For object select event.**
- **For tab style ,select any icon.**
- **Leave all defults as is.click next,next and save.**



MILESTONE-3

- ❖ Fome setup enter app manager in the quick find and select app manager.
- ❖ click new lightning app. enter event management as the app name,then click next.
- ❖ under app options, leave the default selecctions and click next.
- ❖ under utility items leave as is and click next.
- ❖ from available items, select events attendees, speakers, vendors,reports,and dashboard and move them to selected items. click next.
- ❖ available profile, select system administrator and move it to selected profile.click save&finish.

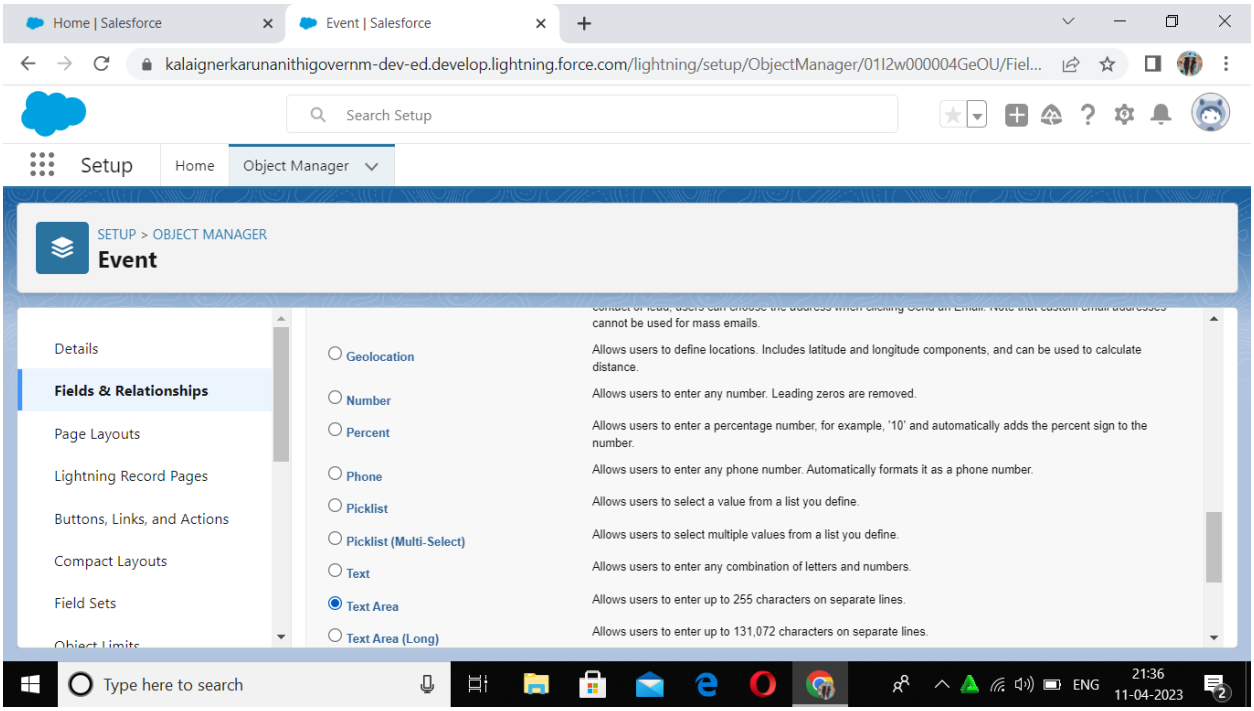
❖ to verify your changes, click the app launcher,type school management and select the school management app.



MILESTONE-4

- gear icon and select setup. this launchers setup in a new tab.
- click the object manager tab next to home.
- select Click event.
- select the fields&relationship from the left navigation,and click new.
- select the text as the date type, then click next.
- for field label, enter city.

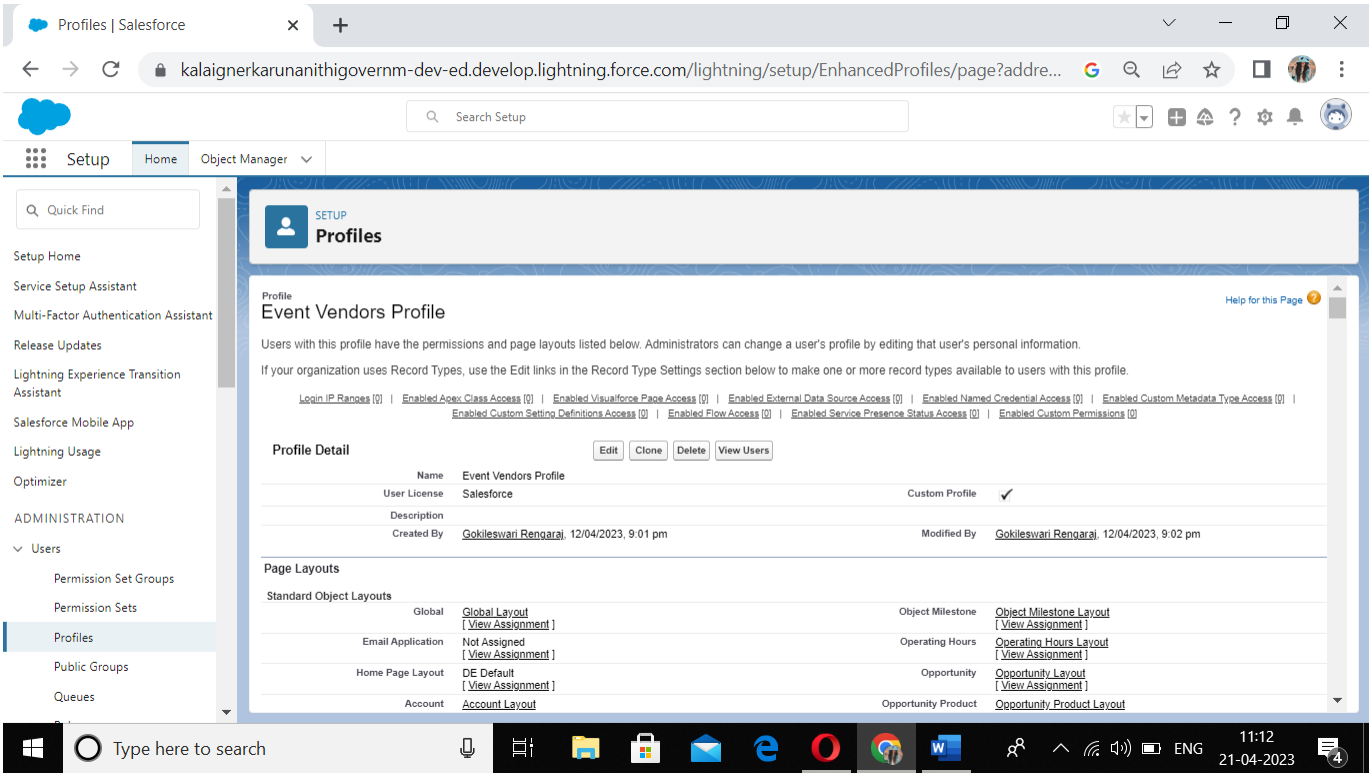
- **click next, next,then save&new.**



MILESTONE-5

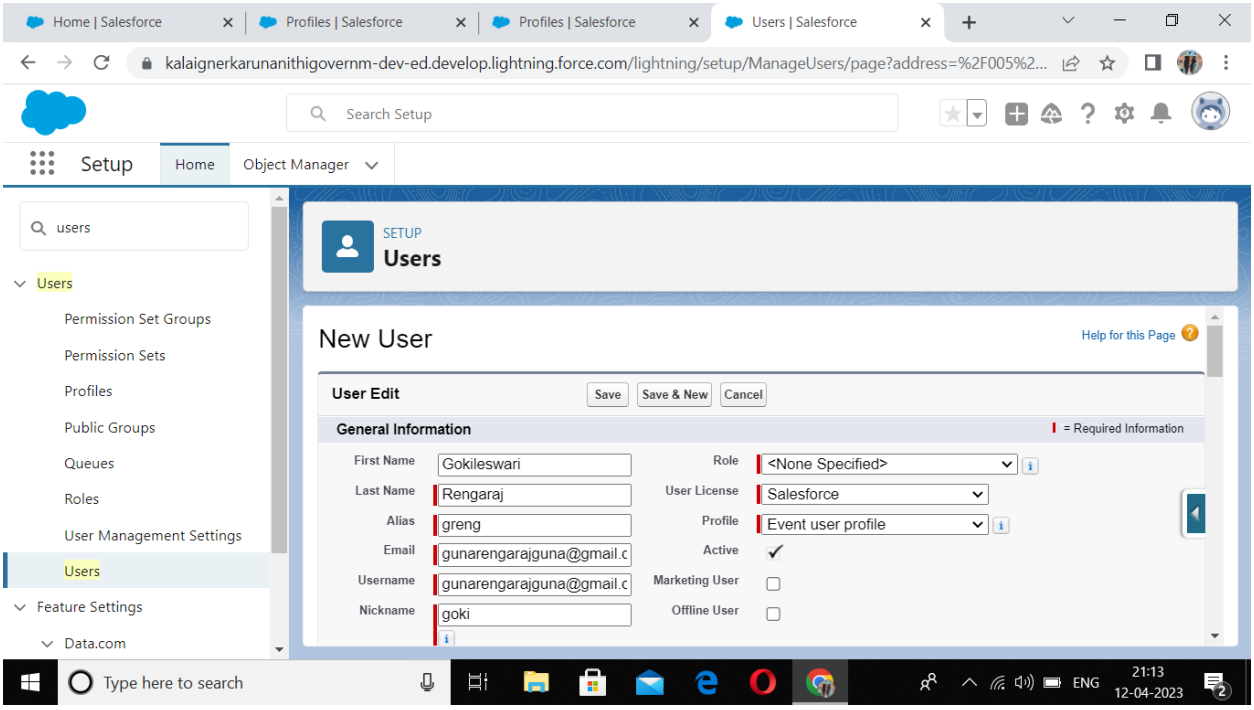
- **From setup enter profiles in the quick find box,and selet profiles.**
- **from the list of profile, find standard user.**
- **click clone.**
- **for profile name,enter event user profile.**
- **click save.**
- **while still on the event profile page, then click edit.**

- **scroll down to costom object permissions and give view all access permissions to the attendees,speakers and vendors.**



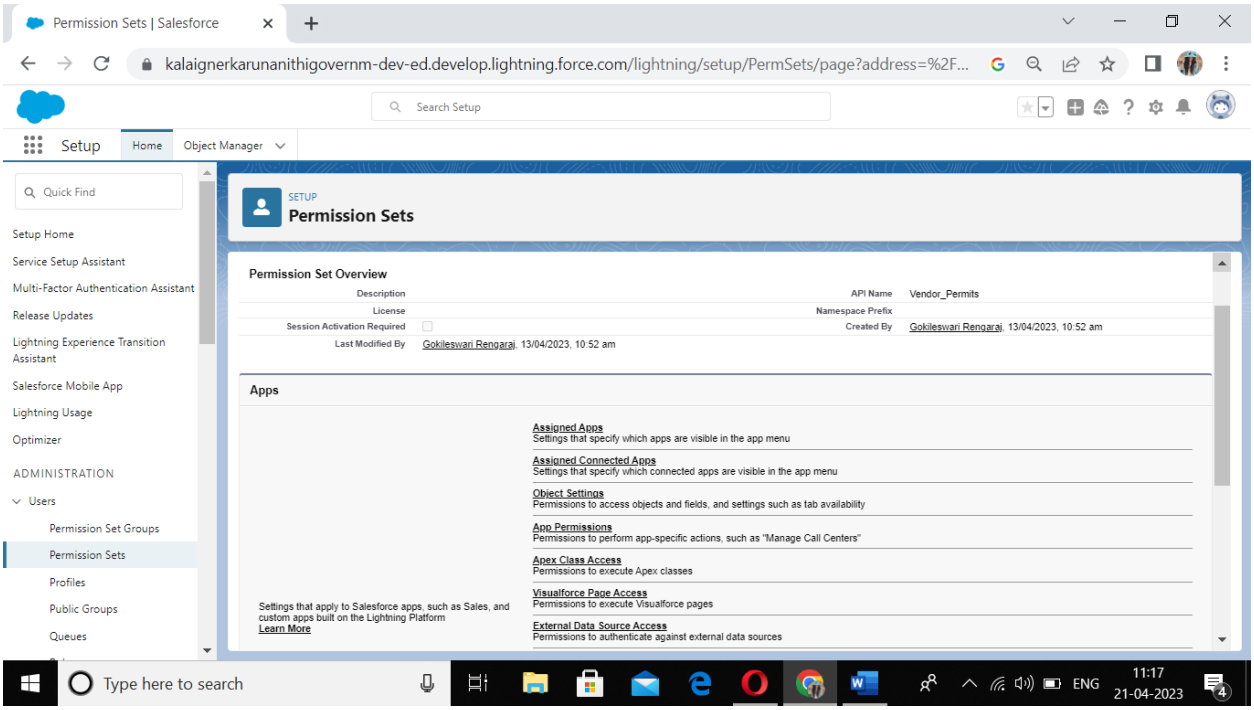
MILESTONE-6

- **From setup “users” in quick find and select users, then click new user.**
- **frist name:sanjay**
- **last name:gupta**
- **alias:sanj**
- **email:provide your personal email id for future reference**
- **username:sanjaygupta@thesmartbridge.com**
- **nickname:sanju**
- **role:leave it as default**
- **user license: salesforce**
- **profile:event user profile**



MILESTONE-7

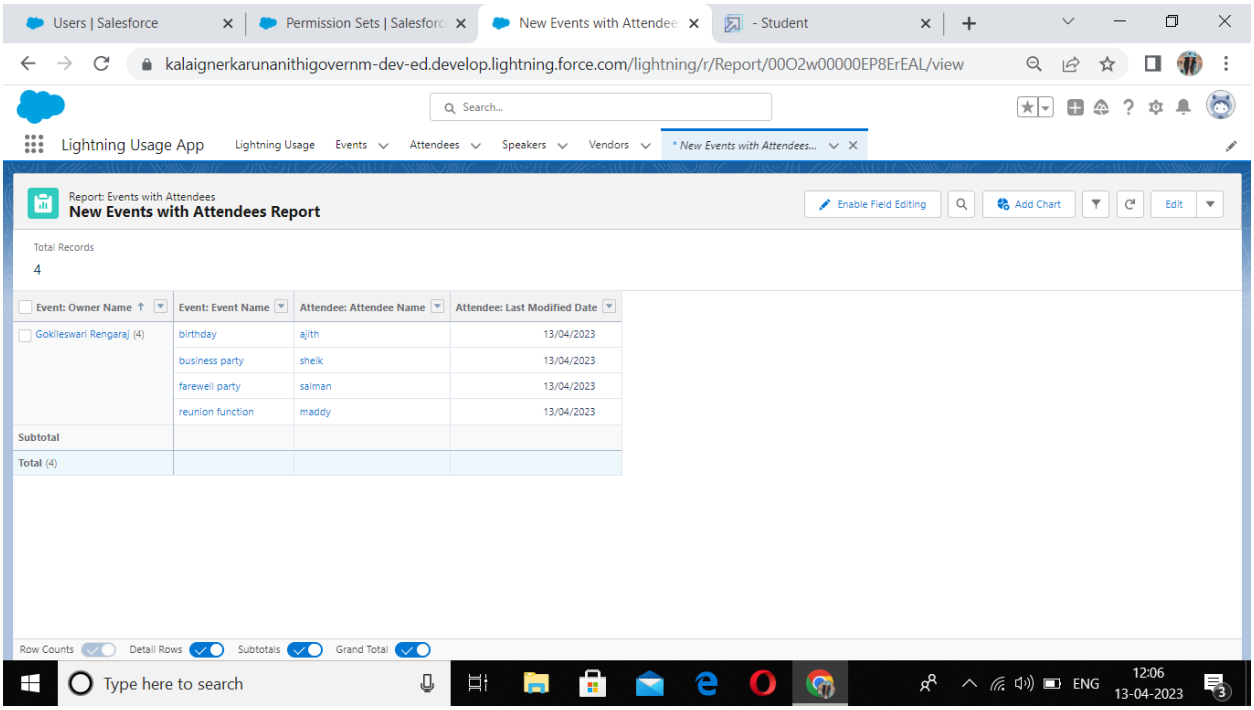
- **From setup search “permission set” in quick find and select permission set then click on new.**
- **enter label as: event permits and save.**
- **after saving the permission click on the manage assignment.**
- **now click on the add assignment**
- **now select the users ane click on save.**



MILESTONE-8

- **From the report tab, click new report.**
- **select the report type attendees with events for the report, and click create.**

- **customize your report accordingly and include all fields, then save or run it.**



Trailhead Profile public URL

Team Lead - https://trailblazer.me/id/ggayathri40

Team member 1 - https://trailblazer.me/id/grengaraj1

Team member 2 - https://trailblazer.me/id/jmahalingam4

Team member 3 - https://trailblazer.me/id/kangc7

5 ADVANTAGES & DISADVANTAGES

ADVANTAGES

* Reducess uncertainty
* Focus onobjectives/ goals
* Economical operation
* Facilities control
* Encourages innovation an creativity
* Improves motivation
* Avoids random activity
* Improves competitive strength

DISADVANTAGES

- Lack of reliable data
- Rigidity
- Time consuming process
- Costly process
- Rapid change
- Internal inflexibility
- External inflexibility

APPLICATIONS

Event management is the application of project management to the creation and development of small and/or large-scale personal or corporate events such as festivals, conference, ceremonies, weddings, formal parties, concerts, or conventions.

It involves syuding the brand, identifying its target audience, devising the event concept, and coordinating the technical aspects before actually launching the event.

CONCLUSION

Event management system is user friently and cost effective system, it is customized with activities related to event management life-cycle.

FUTURE SCOPE

- **Developing and designing the national fair concept.**
- **Putting together the respective places.**
- **Execute, promote and supervise the activities of the fair.**
- **Provide an evaluation report on the event.**