

Newsletter Manager

Project Requirements

NYC Department of Records and Information Services

Draft 1.0
9/9/19

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Revision History

Date	Version	Section	Description	Updated by
9/9/19	Draft 1.0	All	Draft Version	Martin Batey

1 Project Description

A web application to manage sending out mass emails (including newsletters) from different divisions at the NYC Department of Records and Information Services.

1.1 NYU/DORIS Team Members

Name	Function	Phone	Email
Eugene Callahan	Product Owner NYU		ejc369@nyu.edu
Intern	Developer NYU		TBD
Intern	Developer NYU		TBD
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Ridhdhi Patel	QA Analyst DORIS	TBD	TBD

2 Summary

Currently, this process is done manually through a script which is time consuming and requires a user to monitor the progress. Errors in the contact list (managed in Excel) cause duplicates and triplicates. This can also be used for other mass email campaigns such as compliance notifications.

3 Key Features

The following are the primary project features

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The following are the project features prioritized from high to low:

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Frontend

- Allow emails to be sent out
- Allow upload of HTML template in application
- Store newsletter statistics (delivery success / failures)
- Ability to provide attachments (custom or single attachment)
- Provide contact list management features (add, edit, remove contacts)
 - Includes the ability to manage multiple contact lists
- Allow design of emails in application (WYSIWIG Editor)

Backend

- Login with NYC.ID (SAML 2.0 Identity Provider)
- Permissions for sending, managing contact list, and editing / creating newsletters

4 Project Implementation

Research

The NYU team will initially conduct research to assess possible open-source applications that could be utilized or customized to meet the requirements (functional and technical) of the project. This will result in a summary assessment of the available applications assessing their strengths and weaknesses vis-a-vis the required project features.

Development

Depending upon the result of the research, the team will work on the customization of the recommended platform or the original development of an application to meet the needs of the project.

Timeframe

The approximate timeframe for implementing the project will be 12 weeks. This will be further determined by the required development work based on the research.

5 Technical Requirements

The solution should support the following application stack.

- CentOS / RHEL 7
- Python 3.6
- MySQL or PostgreSQL (for relational) OR MongoDB (for document databases)
- Elasticsearch or Apache Solr (if required)

- Redis (if required)
- Flask or Django for development
- Nginx

The Interns should have the following technical experience.

- Experience using Python for backend web development
- Experience using HTML, Javascript and CSS for frontend development
- Database Experience (at least 1 course utilizing databases)
- Experience using Flask or Django is a plus
- Basic experience using Linux to run an application

6 Additional Resources

NYC.ID - <https://www1.nyc.gov/assets/nyc4d/html/services-nycid/nycid.shtml>

Flask - <https://flask.palletsprojects.com/en/1.1.x/>

Django - <https://docs.djangoproject.com/en/2.2/>