Project Scope Document

Project name: Event Management System

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Tutorial Number / Tutor: 8 / Colin

Version History

Version	Release Date (DD/MM/YYYY)	Comments
1.0	__/__/____	1st release to UTSonline
…	__/__/____	…

(NB. This document should be re-released as a new complete version if changes in it are required after any of the later document stages. See workshop instructions for the work flow required. Document submitted for evaluation should be PDF format.)

Approvals / Signatures

Name of Representative	Approval Group	Approval Date (DD/MM/YYYY)	Comments
	Stakeholders		
	Scope		
	Tasks		
	Risks		
	Sequencing		
	Estimates		

explicit confirmation posting within the UTSonline tutorial area are acceptable)

1. Business Objective

The existing business system of Vista Events Group was too ordinary and passive. Therefore, they want to improve their events organising from being boring and old-school to more exciting and extravagant in order to attract more customers from every age.

MOV of this project is to create a modern system that can manage their events in a more advanced way: reduce planning times, create and recommend new way to organise an event, and moreover, an interface that is easy to use, clear, and professional to make organising events a task that everyone enjoys.

In order to solve this problem, we have followed the minimum requirements from the stakeholders and create tasks for our team. Each task will have specific deadlines and locations to finish.

1.1 Main Stakeholders

- PMP Company
- PMP CEO
- PMP Customer Managing Director
- Vista Events Group
- Event Attendees/VIPs

1.2 Business Objectives

- Create a modernised system that can improve the way of organising and managing events.
- Help managers to organise larger events in many different categories.
- Use technologies to tackle any potential risks during organising events.
- Create new methods to make events more exciting.

2 Project Requirements

In this part, we will need to have a list of scope items that the EMS requires. There are four sections: In-scope items, Out-scope items, Dependencies, Assumptions and Constraints.

2.1 In-scope items (Jason)

- Creating an easy to use app for event organisers includes:
  - Managing event sponsorship
  - Event supplier management
  - Venue management
  - VIP guest management
  - Performer booking management
  - Budget management
  - Ticketing system
- Another app for attendees includes:
  - Automated notification/reminder for events
  - Username and password protected login
  - Recommend nearby and/or related events
  - Electronic ticket and a printable ticket document

- Electronic ticket system
- Scheduling and performance management
- Central management system with human intervention for the 'Customer' to get references of events such as location, time, and a reference number for archive purposes.
- The app has to be easy to update and upgrade in the future
- Ticket validation system.

2.2 Out-of-scope items (Harry)

- Multi-platform management app.
- Ticket verification using facial recognition.
- Use AI to manage and plan events.
- Predict potential attendance to prepare maximum ticket quantity.
- Sell and manage foods, drinks, and event merchandise.
- Auto detect out-of-stock materials and make orders to suppliers.
- Recommend events with high potential to earn profit.
- Notice managers for unfinished tasks.
- Recommend potential and popular performers.
- Calculate cost and potential profit.
- Predict potential risks and give suggestions.
- Store a list of sponsors.
- Auto write planning report for future events
- Detect failures and lessons learnt.

2.3 Dependencies (Rishabh)

Internal dependencies

1. Sufficient research materials for the research of developing this app
2. Using the feedback gathered from the prototype of the app
3. Enough information for the UI and UX designer to design the app
4. Appropriate time for the developers to develop a quality app
5. Enough hours from software testers during the testing phase
6. Effective communication between the project team

External dependencies

1. The extent of automation through the app will depend upon Existing technologies used by the customer
2. Timely completion will depend upon bow busy the period for PMP Pty Ltd is
3. The timely completion will also depend on natural incidents – pandemic like Covid-19 can delay the project.
   a. Working from home might lead to a decrease in productivity and collaboration
4. Events like audits might be a hindrance in the team's project schedule
5. Renovation or relocation of the office could be an obstacle too
6. Insufficient requirements information from the customer

2.4 Assumptions and Constraints (Gianni)

Assumptions

1. There is an assumption that the organisation have many unique aspects
2. The assumption that automating the process will eliminate inconsistencies
3. That automating many manual processes will ensure efficiency
4. That it is possible to automate most if not all manual processes
5. That there are no risks of/whilst updating the system
6. The old resources are good, just need updating

Constraints

1. There is not a large enough timeframe to complete all of the tasks including: Plan, schedule, monitor and control
2. There is a limited budget of $600 000 to spend on the various resources required
3. The project size i.e. number of tasks to complete via documenting, changing processes and communicating to project team
4. Only updating the current system and infrastructure rather than building something new i.e. limited to building on top of current resources, not completely new

References-
(Gianni)
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Youtube video to use:

https://www.youtube.com/watch?v=NXw0bvvYWYo

https://www.youtube.com/watch?v=oacSSamqP6s