

**Comasts University Abbottabad**

**Project Proposal**

**UNIVERSITY EVENT MANAGEMENT SYSTEM**

**Group Members**

**Hamza Fareed FA21-BSE-056**

**Abdul Muhaimin FA21-BSE-061**

**Ahmad Faraz FA21-BSE-056**

**Submitted Date 05/04/23**

Table of Contents

[**Chapter 1 Project Proposal** 2](#_Toc132400375)

[Introduction: 2](#_Toc132400376)

[Objectives: 2](#_Toc132400377)

[Scope: 2](#_Toc132400378)

[Benefits: 2](#_Toc132400379)

[Conclusion: 3](#_Toc132400380)

[Use Case Model 3](#_Toc132400381)

[Functional Requirements 3](#_Toc132400382)

[Supplementary Specification 4](#_Toc132400383)

[Risk List and Risk Management Plan 5](#_Toc132400384)

[**Chapter 2 Use Cases** 7](#_Toc132400385)

[Use Case Diagram 7](#_Toc132400386)

[Use Case Distribution 8](#_Toc132400387)

[Fully Dressed use case 8](#_Toc132400388)

[**Hamza Fareed FA21-BSE-056** 8](#_Toc132400389)

[**Ahmad Faraz FA21-BSE-047** 13](#_Toc132400390)

[**Abdul Muhaimin FA21-BSE-061** 14](#_Toc132400391)

# **Chapter 1 Project Proposal**

## Introduction:

Organizing events is a crucial aspect of university life. It requires a lot of planning and management to ensure that the events are successful. Therefore, we propose the development of a University Event Management System that will assist in planning, organizing, and managing events within the university.

## Objectives:

The objective of the University Event Management System is to create a platform that will simplify the process of event management, enabling easy planning and execution of events. The system will be designed to meet the following objectives:

* Provide an online platform for event planning and management.
* Facilitate easy event scheduling and booking.
* Manage event logistics and resources.
* Track event attendance and participation.
* Generate reports for event analysis and future planning.

## Scope:

The University Event Management System will be a solution that covers all aspects of event management within the university. The system will be designed to cater to all types of events, including conferences, student week, seminars, workshops, and cultural events.

## Benefits:

* The University Event Management System will provide the following benefits:
* Simplify the event planning and management process.
* Eliminate manual processes, reducing the likelihood of errors and inefficiencies.
* Increase productivity and efficiency in event management.
* Improve communication and collaboration among event stakeholders.
* Provide data-driven insights for future event planning.

## Conclusion:

The University Event Management System will be a valuable tool for managing events within the university. It will provide a comprehensive solution for event planning and management, streamlining the process and increasing productivity and efficiency. The system will improve communication and collaboration among event stakeholders, enabling easy scheduling, booking, and tracking of events.

## Use Case Model

## Functional Requirements

**User:**

* **View events:** Users should be able to view a list of upcoming events with details such as event name, date, time, location, and description.
* **Register for events:** Users should be able to register for events they are interested in attending by filling out a registration form.
* **Cancel registration:** Users should be able to cancel their registration for an event if they change their mind.
* **Receive event updates:** Users should be able to receive updates about the event they registered for via email or push notifications.

**Organizer:**

* **Create events:** Organizers should be able to create new events with details such as event name, date, time, location, and description.
* **Edit events**: Organizers should be able to edit event details such as date, time, location, and description.
* **Manage attendees:** Organizers should be able to view a list of attendees and their registration status for each event.
* **Send event updates:** Organizers should be able to send updates about the event to registered attendees via email or push notifications.

**Admin:**

* **Manage users:** Admins should be able to view a list of all users and their roles (user, organizer, admin) and edit user details such as name, email, and password.
* **Manage events:** Admins should be able to view a list of all events and edit event details such as date, time, location, and description.
* **Manage organizers:** Admins should be able to view a list of all organizers and their events, and edit organizer details such as name and email.
* **Manage registrations:** Admins should be able to view a list of all registrations and their status (confirmed, cancelled, waitlisted) and edit registration details such as attendee name and email.

## Supplementary Specification

**User Interface:**

* The user interface should be intuitive and easy to use for all types of users, including those with disabilities.
* The system should be mobile-friendly and responsive.
* Users should be able to customize their preferences, such as language and color scheme.

**Performance:**

* The system should be able to handle a large number of events and users without experiencing performance issues.
* Users should be able to quickly search for events and view event details.
* The system should be able to handle concurrent user activity during high-traffic events.

**Security:**

* The system should be designed with security in mind, with measures such as encryption, authentication, and authorization.
* Access to sensitive data should be restricted to authorized users.
* The system should be regularly tested for vulnerabilities and updated as needed.

**Reports:**

* The system should provide comprehensive reports on event attendance, revenue, and other key metrics.
* Reports should be customizable and exportable in various formats.

**Support and Maintenance:**

* The system should come with documentation and user guides.
* Technical support should be available to users, with response times clearly defined.
* Regular system maintenance and updates should be performed to ensure optimal performance.

## Risk List and Risk Management Plan

**Risk List**

**Technical Risks:**

* System downtime or failure
* Integration issues with other university systems
* Cyber security threats such as hacking and data breaches
* Incompatibility with different devices and browsers

**Operational Risks:**

* Insufficient system performance during high-traffic events
* User error or misuse
* Inadequate documentation and training for users
* Inaccurate or incomplete data entry by users

**Financial Risks:**

* Inaccurate revenue reporting and forecasting
* Inadequate controls for managing event-related expenses
* Non-payment by attendees or vendors

**Reputational Risks:**

* Negative publicity due to poorly managed events
* Inadequate communication with attendees or stakeholders
* Inconsistent or inaccurate event information

**Risk Management Plan:**

**Technical Risks:**

* Implement regular system backups and disaster recovery plans to minimize downtime and data loss
* Test integrations with other university systems prior to implementation
* Implement robust cyber security measures, such as encryption and multi-factor authentication
* Conduct regular compatibility testing on various devices and browsers

**Operational Risks:**

* Implement load testing to ensure the system can handle high-traffic events
* Provide comprehensive user documentation and training materials
* Implement data validation checks to minimize inaccurate or incomplete data entry
* Monitor user activity and conduct regular system audits to identify and address misuse

**Financial Risks:**

* Implement a system of checks and balances to ensure accurate revenue reporting and expense management
* Implement payment processing systems with adequate security measures
* Establish clear payment and refund policies for attendees and vendors

**Reputational Risks:**

* Establish clear communication channels with attendees and stakeholders, including email notifications, social media, and event pages
* Regularly update event information to ensure accuracy and consistency
* Implement a system of event feedback collection and analysis to continuously improve the event management process

# **Chapter 2 Use Cases**

## Use Case Diagram

## Use Case Distribution

|  |  |
| --- | --- |
| Hamza Fareed  FA21-BSE-056 | * Registration * Login * Details of event * Registration for event * Search event * Add event * Cancel event |
| Ahmad Faraz  FA21-BSE-047 | * Feedback event * Logout * Organizing event(Book venues Food services Security advertisement Manage parking) |
| Abdul Muhaimin  FA21-BSE-061 | * Verify event(Send Email) * Contact us * About us |

## Fully Dressed use case

### **Hamza Fareed FA21-BSE-056**

#### **Use Case: Register**

|  |  |
| --- | --- |
| **Title** | Register |
| **Description:** | This use case describes the process of registering for a student account on the University Event Management System website. |
| **Level:** | User goal |
| **Primary Actor:** | User |
| **Preconditions:** | * The student must have access to the Internet. * The student must have a valid email address. |
| **Post conditions:** | * The student has successfully registered for an account on the University Event Management System website. * The student is able to log in to their account and access event registration functionality. |
| **Basic Flow:** | * The student navigates to the University Event Management System website. * The student clicks on the "Register" button on the website homepage. * The system displays the registration form for a student account. * The student fills out the registration form with their personal information, including their name, email address, and a chosen password. * The student submits the registration form. * The system verifies the email address is valid and has not been used to register another account. * The system creates a new student account for the email address provided and stores the student's personal information in the system's database. * The system sends a confirmation email to the email address provided during registration. * The student receives the confirmation email and clicks on the link provided to verify their email address. * The system verifies the email address and activates the student's account.   . |
| **Alternative Flows:** | * If the email address provided is already associated with an account: 1. the system displays an error message and prompts the student to log in or use a different email address. 2. The use case returns to step 4 in the basic flow. * If the student does not provide a valid email address: 1. the system displays an error message and prompts the student to provide a valid email address. 2. The use case returns to step 4 in the basic flow. |

#### **Use Case: Login**

|  |  |
| --- | --- |
| **Title** | Login |
| **Description:** | This use case describes the process of logging into the University Event Management System website. |
| **Level:** | User goal |
| **Primary Actor:** | User |
| **Preconditions:** | * The student must have a registered account on the University Event Management System website. * The student must have access to the Internet. * The student must know their email address and password associated with their account. |
| **Post conditions:** | * The student is logged into their account on the University Event Management System website. * The student is able to access event registration functionality. |
| **Basic Flow:** | * The student navigates to the University Event Management System website. * The student clicks on the "Login" button on the website homepage. * The system displays the login form for the student account. * The student enters their email address and password associated with their account. * The student submits the login form. * The system verifies the email address and password provided match a registered account in the system's database. * The system logs the student into their account. * The system redirects the student to the homepage of their account on the University Event Management System website. |
| **Alternative Flows:** | * If the email address and password provided do not match a registered account: 1. the system displays an error message and prompts the student to try again or reset their password. * If the student forgets their password: 1. the student clicks on the "Forgot Password" link on the login form. 2. The system prompts the student to enter their email address associated with their account. 3. The system sends a password reset link to the email address provided. 4. The student receives the password reset link and clicks on it. 5. The system verifies the password reset link is valid and prompts the student to create a new password. 6. The student creates a new password and submits the password reset form. 7. The system updates the student's password in the system's database. |
| **Expectation:** | * If the system is unavailable or experiencing technical difficulties: 1. the system displays an error message and prompts the student to try again later. 2. The use case ends. * If the student's email address is invalid or not recognized by the system: The system displays an error message and prompts the student to contact the system administrator for assistance. |

#### **Use Case: Details of Events**

|  |  |
| --- | --- |
| **Title** | Details of Events |
| **Description:** | This use case describes the process of viewing the details of an event on the University Event Management System website. |
| **Level:** | User goal |
| **Primary Actor:** | User |
| **Preconditions:** | * The student must be logged into their account on the University Event Management System website. * The student must have access to the Internet. |
| **Post conditions:** | * The student is able to view the details of the selected event. |
| **Basic Flow:** | * The student navigates to the homepage of their account on the University Event Management System website. * The student clicks on the "Events" tab on the top navigation bar. * The system displays a list of upcoming events. * The student selects an event from the list by clicking on the event name or image. * The system displays the details page for the selected event, which includes: * Event title * Event description * Event date, time, and location * Event organizer information * List of speakers or performers * The student can view and read all of the information about the event on this page. |
| **Expectation:** | * If the system is unavailable or experiencing technical difficulties: The system displays an error message and prompts the student to try again later. |

#### Use Case: Registration for event

|  |  |
| --- | --- |
| **Title** | Registration for event |
| **Description:** | This use case describes the process of registering for an event on the University Event Management System website. |
| **Level:** | User goal |
| **Primary Actor:** | User |
| **Preconditions:** | * The student must be logged into their account on the University Event Management System website. * The student must have viewed the details of the event they wish to register for. |
| **Post conditions:** | * The student is registered for the selected event. * The student is able to view the event in their list of registered events. |
| **Basic Flow:** | * The student navigates to the details page of the event they wish to register for. * The student clicks on the "Register" button on the event details page. * The system displays the registration form for the event, which includes: Student name and email address * The student completes the registration form and submits it. * The system verifies that the student has completed all required fields on the registration form. * The system checks if there are any conflicts between the selected event |
| **Alternative Flow:** | * If there are scheduling conflicts between the selected event and the student's schedule: 1. the system displays a message indicating that there are scheduling conflicts. 2. The system prompts the student to confirm that they still wish to register for the event. 3. If the student confirms, the use case returns to step 6 in the basic flow. |
| **Expectation:** | * If the system is unavailable or experiencing technical difficulties: 1. the system displays an error message and prompts the student to try again later. 2. The use case ends. |

#### **Use Case: Search Event**

|  |  |
| --- | --- |
| **Title** | Search event |
| **Description:** | This use case describes the process of searching for an event on the University Event Management System website. |
| **Level:** | User goal |
| **Primary Actor:** | User |
| **Preconditions:** | * The student must be logged into their account on the University Event Management System website. * The student must have access to the Internet. |
| **Post conditions:** | * The system displays a list of events that match the search criteria. * The student is able to view the details of the selected event. |
| **Basic Flow:** | * The student clicks on the "Events" tab on the top navigation bar. * The system displays a search bar for events. * The student enters the search criteria in the search bar, such as keywords or event type. * The student selects an event from the list by clicking on the event name or image. * The system displays the details page for the selected event, which includes: * Event title * Event description * Event date, time, and location * Event organizer information * The student can view and read all of the information about the event on this page. |
| **Alternative Flow:** | * If there are no events that match the search criteria: 1. the system displays a message indicating that there are no events that match the search criteria. 2. The use case ends. * If the student is unable to attend any of the events: 1. the student clicks on the "Back" button to return to the list of events. 2. The use case ends. |
| **Expectation:** | * If the system is unavailable or experiencing technical difficulties: 1. the system displays an error message and prompts the student to try again later. |

#### Use Case: Add event

|  |  |
| --- | --- |
| **Title** | Add event |
| **Description:** | This use case describes the process of a student selecting to add an event to the University Event Management System website. |
| **Level:** | User goal |
| **Primary Actor:** | User |
| **Preconditions:** | * The student must be logged into their account on the University Event Management System website. * The student must have access to the Internet. |
| **Post conditions:** | * The selected event is added to the student's list of saved events on the University Event Management System website. |
| **Basic Flow:** | * The student searches for an event using the search bar or by browsing through the list of events. * The student selects an event they are interested in by clicking on the event name or image. * The system displays the details page for the selected event * The student clicks on the "Add Event" button. * The system adds the event to the student's list of saved events on the University Event Management System website. * The system displays a confirmation message that the event has been successfully added to the student's list of saved events. |
| **Alternative Flow:** | * If the student is not logged into their account on the University Event Management System website: the system prompts the student to log in or create an account. 2. The use case returns to step 1 in the basic flow. * A2. If the system is unable to add the event to the student's list of saved events due to technical difficulties: the system displays an error message and prompts the student to try again later. |
| **Expectation:** | * If the student has already added the selected event to their list of saved events: The system displays a message indicating that the event is already on the student's list of saved events. |

### **Ahmad Faraz FA21-BSE-047**

#### **Use Case: Organizing event**

|  |  |
| --- | --- |
| Use case name | Organizing event |
| Use case ID | UC-1 |
| Actors | Event organizer |
| Type | Secondary |
| Description | Organizer start working on upcoming event |
| Pre-condition | Login |
| Post-condition | Verify event from university |
| Special requirements | Organizer can view the entered data any time when the data is saved |
| Flow of events | Organizer logged into the system  Can start planning of event  Store/save entered data into the system |
| Alternatives | There are several alternatives to organizing an event, depending on the type of event you were planning and your goals for it. |

#### **Use Case: Book Venue**

|  |  |
| --- | --- |
| Use case name | Book venue |
| Use case ID | UC-2 |
| Actors | Event organizer |
| Type | Secondary |
| Description | Booking a venue typically involves reserving a specific space or location for a particular event or purpose |
| Pre-condition | Before booking a venue, there are several pre-conditions that should be considered to ensure a successful event |
| Post-condition | After booking a venue, there are several pre-conditions that should be considered to ensure a successful event |
| Special requirements | Booking a venue can involve special requirements depending on the type of event and the needs of the attendees |
| Flow of events | The flow of an event that is booked at a venue can vary depending on the type of event and the preferences of the organizers. |
| Alternatives | There are a few alternatives to booking a traditional venue for events, depending on the type of event and the preferences of the organizers. |

#### **Use Case: Food Service**

|  |  |
| --- | --- |
| Use case name | Food service |
| Use case ID | UC-3 |
| Actors | Event organizer |
| Type | Secondary |
| Description | They also coordinate with venue management to ensure that the kitchen facilities, equipment, and staff are available to meet the needs of the event. |
| Pre-condition | There are several preconditions that an event organizer must consider before planning and executing an event |
| Post-condition | After the event is over, the event organizer must address several post-conditions to ensure that the event was successful and meets the client's expectations. |
| Special requirements | Event organizers may have different special requirements depending on the type of event, client's needs, and industry regulations |
| Flow of events | The flow of an event organized by an event organizer can vary depending on the type of event and client's needs. |
| Alternatives | There are several alternatives to hiring an event organizer to plan and execute an event. |

### **Abdul Muhaimin FA21-BSE-061**

#### **Use Case: Verification of event**

|  |  |
| --- | --- |
| Use case name | Verification of event |
| Use case ID | Uc-01 |
| Actors | University. |
| Type | Secondary. |
| Description | University will verify the events. |
| Pre-condition | Event organizers have communicated the requirements. |
| Post-condition | Allow entry into the event. |
| Special requirements |  |
| Flow of events | Event organizer login to system/plan event/requirements for event/verification of event/send mail of verification event. |
| Alternatives | Error will show if invalid login details/due to invalid requirements it will not verified and send email |

#### **Use Case: Contact us**

|  |  |
| --- | --- |
| Use case name | Contact us |
| Use case ID | Uc-02 |
| Actors | University. |
| Type | Secondary. |
| Description | UEMS will be in touch with organizer |
| Pre-condition | 1. The user has internet access. 2. The user knows how to navigate to the UEMS "Contact Us" page. 3. The UEMS has a "Contact Us" page with a form. |
| Post-condition | 1. The user has submitted their message to the UEMS customer support team. 2. The UEMS customer support team has received the user's message and contact information |
| Flow of events | User navigate UEMS contact page/fill form/submit/send email to UEMS customer support team/UEMS save the info in data base |
| Alternatives | UEMS will display error if user does not fill form/or show error if use put invalid email and phone number |

#### **Use Case: About us**

|  |  |
| --- | --- |
| Use case name | About us |
| Use case ID | Uc-03 |
| Actors | University. |
| Type | Secondary. |
| Description | User will get info about UEMS |
| Pre-condition | User has installed UEMS and have internet connection |
| Post-condition | User has gain better understanding of UEMS |
| Flow of events | Open UMES in any device/ navigate about us page/user see team member profiles/read about the company's commitment to transparency, innovation, and user satisfaction. |
| Alternatives | If user is not satisfied with the info provided he/she can contact to customer support team. |



