**EVENT PLANNING AND MANAGEMENT SYSTEM (EPMS)**

**Business Requirements Document (BRD)**

**1. Purpose**

The purpose of this system is to provide a comprehensive, web-based platform for planning and managing events such as weddings, corporate conferences, or community festivals. It enables planners to seamlessly manage guest lists, vendors, budgets, and schedules in one centralized system, thereby minimizing human errors and enhancing event coordination through real-time updates.

**2. Scope**

This system enables:

* Event planners to create, edit, and manage events.
* Budget tracking and expense management.
* Vendor assignment and communication.
* Guest list management, RSVP tracking, and notifications.
* Real-time scheduling and logistics coordination.
* Centralized dashboard for overseeing all event aspects.

**3. Stakeholders**

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| Role | Description |
| Event Planner | The main user who organizes and coordinates events using the platform. |
| Vendor | Provides services such as catering, decoration, entertainment, etc., and updates their task status. |
| Guest | Invited to the event and may RSVP through the platform. |
| Admin | Maintains the system, manages users, and resolves escalations. |
| System | Provides backend services such as reminders, task tracking, communication, and analytics. |

**4. Business Requirements**

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| ID | Requirement Description |
| BR1 | Planners must be able to create and manage multiple events. |
| BR2 | The system should allow importing and exporting guest lists. |
| BR3 | Planners can assign vendors and track vendor deliverables. |
| BR4 | Guests should be able to RSVP via email or SMS links. |
| BR5 | The system must notify planners of upcoming tasks or budget overruns. |
| BR6 | Vendors must be able to update their task status (e.g., confirmed, in progress, completed). |
| BR7 | A centralized dashboard must display real-time updates across all events. |
| BR8 | Budget tracking must include planned vs. actual expenses with visual summaries. |

**5. Functional Requirements**

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| ID | Functional Description |
| FR1 | Event creation, editing, and deletion functionalities. |
| FR2 | Vendor management module with assignment and status tracking. |
| FR3 | Guest management system with RSVP tracking and bulk import/export. |
| FR4 | Notification system for task reminders, confirmations, and alerts. |
| FR5 | Budget planner with expense logging, threshold alerts, and summary charts. |
| FR6 | Calendar and scheduling tool for event day timelines and logistics. |
| FR7 | Mobile-responsive interface for easy event access on the go. |
| FR8 | Real-time dashboard summarizing event status, pending tasks, and alerts. |

**6. Non-Functional Requirements**

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| ID | Description |
| NFR1 | System must have 99.9% uptime to ensure reliability. |
| NFR2 | Notifications must be delivered within 3 seconds. |
| NFR3 | Scalable to support hundreds of simultaneous events. |
| NFR4 | All user data must be encrypted and securely stored. |
| NFR5 | The user interface must be intuitive, responsive, and accessible on all devices. |

**7. Assumptions**

* Planners, guests, and vendors have access to the internet.
* Guests and vendors have access to email or SMS.
* Planners are familiar with basic event planning workflows.
* Budget and vendor details are known and entered by the planner.

**8. Constraints**

* Dependent on third-party services for SMS/email notifications.
* Integration with payment gateways may vary based on vendor availability.
* Language support for notifications may be limited initially to English.

**9. Success Metrics**

* 95%+ of vendors complete assigned tasks on time.
* 90%+ RSVP responses are collected through the system.
* 99%+ planner satisfaction rate based on system usability.
* 98%+ real-time task and schedule updates accuracy.
* At least 90% of budget reports are generated without manual intervention.