Events Module Technical Details
Version 1.0 - Joey Malinowski

FUNCTIONAL OVERVIEW

The events module allows for the (1) proposal, (2) review/approval, (3) assessment, and (4) archive of events.

1) **Proposal**: Static (non-templatable) proposal form (fields below). To be filled out by any level of staff. Initial stage of event process.
2) **Review/Approval**: Proposed events are visible in the event archive with a 'pending approval' filter option. An event can be approved/denied only by a professional staff member. Professional staff will be given option to provide reason for decision. Author of the event gets an email notification notifying them of status change.
3) **Assessment**: At any point after an event has been approved, an event assessment can be posted by the responsible staff or professional staff member (fields below). An assessment, when posted, ends the "lifecycle" of the event.
4) **Archive**: After an event has been proposed, the event will be visible in an event archive, along with its current state (list on next page). This will contain a list of all events ever held at the institution and be visible to all staff.

PROPOSAL FIELDS

- Event Name (text input)
- Start Date/Time (date + time inputs)
- End Date/Time (date + time inputs)
- Staff Member(s) Responsible (taggable staff)
- Physical Location (text input)
- Target Audience (text input)
- Dynamic Event 'Category' Tags (pulled from institution-defined tag pool)
- Outcomes (arbitrary length list of inputs) (+ learning outcome verbs hidden table)
- Event Description (text area)
- Budget Total (number input)
- Budget Breakdown (text area)
- Publicity plan (text area)
- Pre-event tasks (text area)

ASSESSMENT FIELDS

- Number Attendance (number input)
- Per-outcome Result Evaluation (text areas/inputs)
- Suggestions for Future Improvement (text area)

EVENT STATES

- **Pending Approval** - immediately after proposal has been created
- **Approved** - received pro staff approval, event date has not yet passed
- **Denied** - received pro staff denial (**END**)
- **Pending Assessment** - received pro staff approval, event date has passed
- **Completed** - event date has passed and assessment has been posted (**END**)

OTHER FEATURES

- Robust event archive filters (upcoming, pending approval, "my staff", etc.)
- Tag Management page (pro staff only)
- Email-based notifications
  - Added as event co-author
  - Event approved/denied
  - Event complete, pending assessment reminder
  - Event update subscriptions (assessment posted, etc.)
- Hub post for each event proposal
  - "Staff Responsible" subscribed to post upon creation
  - Link to event embedded in post
- Forking single event submission into multiple events assigned to each "Staff Responsible"

■ Planned - ■ **To be determined** - ■ Stretch goal