**Final Project**

**Event Management Software**

The event management software will provide a tool to develop event management for organizers of professional meetings, such as small conferences.   
The software will produce reports and schedules, send emails (use of mailing lists), and track task (such as website development, registration, marketing, etc.) completions.

Main users of the software will be the organizers of the event and the participants, i.e. attendees, companies interested in advertisement or becoming a sponsor, vendors interested in booths, etc.

The software should allow organizers create a number of committees taking care of different aspects of organizing the event. For example, it may have four committees: marketing, web site development and registration handling, all conference scheduling and handling the content presented in conference, and logistics.

Each organizer should be able to pick and choose which committee he/she will be part of. An optional case for the software could be which specific task within the committee, the member is interested in.

The software should provide a calendar for organizers to be able to add meetings, due dates, the events schedule. Each item added to the calendar should ask the user to enter more detail information, such as the members who are involved in and possibly send email to them (this is optional).  
Organizers should be able to edit the calendar to enter the information on status of a task, i.e. completed, half done, behind schedule, etc.

The software should keep contact info (name, address, email, phone, affiliation, and if it is company, the contact person) for a variety of people involved. These are: the organizers, attendees, speakers, presenters (and/or panelists), moderators (and/or session chairs), facilities provider, food provider, fundraising contacts, etc.  
In addition, the software should provide ways for organizers to send email messages to select groups of contacts, i.e. email to attendees only or email to sponsors.

There should be a section for budget, so that budget items are added. Budget items are both expenses (quoted and incurred) and income (fundraising, registration, booth rental, etc.). However, the software should be flexible, so that organizers can add other categories of expenses or income.

Of course, the software should only be available to organizers and those who are given a user name/password. This information should be encrypted before being saved.

Based on these requirements, the software should provide a number of forms and reports.   
Registration form is the main form, but other forms such as those that organizers use to enter data on budget, schedule, and specific session and people involved in it, etc. are necessary.   
Reports, such the calendar of sessions (including the speaker, room, time, etc.), summary of income, deadlines, etc. will also be part of the software.

***The software must be extensible, i.e. there should not be a limit for anything.***

Due dates:

Requirements and use case diagrams April 10

Design (class, sequence, and state diagram diagrams) April 17

Prototype (mostly GUI) April 26

Finished project (including latest version of UML) May 17