

# BUSINESS REQUIREMENT DOCUMENT (BRD)

**Project Name:** College Event Management System

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**Role:** Project Manager

**Project Duration:** 8 Weeks

**Methodology:** Agile (Sprint-based execution)

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## 1 Introduction

### 1.1 Project Overview

The College Event Management System is a centralized digital platform designed to streamline the planning, management, and execution of college events. The system will enable students to register for events online and allow administrators to manage event operations efficiently.

### 1.2 Business Objective

- Eliminate manual event coordination processes
  - Improve student registration experience
  - Enable real-time tracking of participants
  - Provide structured reporting for event analysis
  - Increase operational efficiency by 40%
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## 2 Scope

### In Scope

- Event creation and management
- Student registration system
- Admin dashboard
- Attendance tracking
- Event reporting
- Email confirmation notifications

## Out of Scope

- Payment gateway integration
  - Mobile application development
  - Third-party event integrations
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## 3 Stakeholders

Stakeholder	Role
College Administration	Project Sponsor
Event Coordinator	Admin User
Students	End Users
Development Team	Technical Implementation
Project Manager	Planning & Monitoring

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## 4 Functional Requirements

- FR-01: Admin shall be able to create, edit, and delete events.  
FR-02: Admin shall be able to define event date, time, location, and capacity.  
FR-03: Students shall be able to register for events online.  
FR-04: System shall generate confirmation email upon successful registration.  
FR-05: Admin shall be able to view and download the list of registered students.  
FR-06: Admin shall be able to mark attendance.  
FR-07: System shall generate event performance reports.
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## 5 Non-Functional Requirements

- NFR-01: System response time shall be under 3 seconds.  
NFR-02: System shall support minimum 500 concurrent users.  
NFR-03: Data must be securely stored with role-based access control.  
NFR-04: System uptime should be 99%.  
NFR-05: User interface should be responsive and user-friendly.
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## 6 Assumptions

- Students have internet access.
  - College infrastructure supports system hosting.
  - Admin users have basic technical knowledge.
  - Development team is available for full project duration.
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## 7 Constraints

- Limited development budget
  - 8-week project timeline
  - Small team size (4 members)
  - No external vendor involvement
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## 8 Timeline (High-Level – 8 Weeks)

Week 1: Requirement Gathering

Week 2: Planning & Design

Week 3-4: Development Phase 1

Week 5-6: Development Phase 2

Week 7: Testing

Week 8: Deployment & Review

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## 9 Risk Register

Risk	Impact	Mitigation Strategy
Development Delay	High	Add 1-week buffer
Server Downtime	Medium	Backup hosting
Low User Adoption	Medium	Awareness campaign
Requirement Changes	High	Change control process

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## 10 Success Metrics

- 80% student adoption rate
- 50% reduction in manual coordination work
- Real-time reporting accuracy
- Positive user feedback (>4/5 rating)