**Edney- PRD**

**Finalized Product Requirement Document**

**Project Title**: Vanderbilt Program Planning AI Assistant

**Staff Fellow**: [EJ Edney] **Submission Date**: October 3, 2024

**Target Timeline**: 6-week development sprint

**Executive Summary**

An AI-powered conversational assistant to help Vanderbilt students and staff navigate the complex landscape of program planning policies, timelines, and requirements, with initial focus on campus social events and co-curricular programs.

**Problem Statement**

Current program planners face challenges with booking space, marketing timelines, invitation timelines, and vendor timelines, often missing critical policy requirements or deadlines that could jeopardize their events.

**Core Requirements**

* **User Authentication**: Vanderbilt credentials preferred
* **Conversation Interface**: Chat input and document upload capabilities
* **Interactive Checklists**: Progress-saving, timeline-integrated task lists
* **Policy Integration**: Tiered warning system with specific citations
* **Role-Based Guidance**: Student vs. staff appropriate messaging
* **Data Persistence**: Indefinite storage for recurring event planning

**Success Metrics**

* Reduced time spent on program planning
* Fewer policy violations or missed requirements
* Increased confidence among planners