

PRD

## 1. App Overview

A mobile app for department leaders and college students to coordinate and track event planning tasks, receive updates, and view event content (photos, announcements, etc.).

## 2. User Stories + Acceptance Criteria

### User Story 1 (For Department Leader)

As a department leader, I want to assign event tasks to team members so that I can delegate responsibilities clearly.

#### Acceptance Criteria:

Leader selects a task category (e.g., decoration).

Can assign a student with name, deadline, and notes.

The assigned person receives notification.

Task status is editable (Not Started/In Progress/Done).

### User Story 2 (For General Student)

As a student, I want to view event details and announcements so that I stay informed about college functions.

#### Acceptance Criteria:

Student logs in with college ID

Can view event title, date, planned activities

Sees announcements or changes in real-time

Can view event gallery after event completion

### 3.Success Metrics

To measure the effectiveness of EventSync, the following success metrics will be tracked after deployment. A key indicator will be the adoption rate, measured by the percentage of department leaders and students who install and actively use the app within the first 30 days. The task completion rate will assess how efficiently event-related tasks are assigned and completed before deadlines. Additionally, the announcement reach will be evaluated based on how many users view each announcement within 24 hours of posting. Lastly, event engagement will be measured through the number of photo uploads and gallery views after each event, reflecting user involvement and satisfaction.