

**SOEN 6481**

# **Vision Document**

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**Application Name: ConferPlannerPro**

**[GitHub Link \(With Data Log\):](https://github.com/soni2261/ConferPlannerPro)**  
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# Vision Document

## ConferencePlannerPro (CPP)

### 1. Introduction

The purpose of this vision document is to outline the objectives, target audience, and key features of the CPP ConferPlannerPro (CPP) project. CPP is an advanced event management system designed to enhance the planning, organization, and execution of various professional events such as conferences, workshops, and seminars. This document will serve as a guide for the development team, stakeholders, and users, ensuring a clear understanding of the project goals and deliverables.

### 2. Positioning

#### 2.1. Problem Statement

The problem of	Inefficient and cumbersome event management processes.
Affects	Event organizers, attendees, speakers, and sponsors.
The impact of which is	Increased workload, potential for errors, poor attendee experience, and reduced event success.
A successful solution would be	A streamlined, user-friendly platform that automates and simplifies event management tasks, improves communication among stakeholders, and enhances overall event experience.

#### 2.2. Product Position Statement

For	Event organizers and stakeholders.
Who	Need an efficient and comprehensive solution for managing professional events.
The ConferencePlannerPro	is an event management system.
That	Provides a robust platform for collaboration and seamless event execution.
Unlike	Traditional manual methods or fragmented digital tools.
Our product	Offers an all-in-one solution with advanced features tailored for event management.

### 3. Stakeholder Descriptions

#### 3.1. Stakeholder Summary

Name	Description	Responsibilities
Company Management	Oversees project funding and strategic alignment	Approves funding, monitors project progress

Marketing Team	Promotes the product	Ensures market demand, develops promotional strategies
Technical Support	Provides assistance to users	Ensures system maintainability, resolves technical issues
Legal/Compliance	Ensures legal and regulatory compliance	Ensures the system meets all legal and regulatory requirements

### 3.2. User Summary

Name	Description	Responsibilities	Stakeholder
Program Chairs	Oversee the review process, coordinate event agendas	-Manage submissions -make final decisions	Company Management
System Administrators	Manage user roles, permissions, system configurations	Maintain system integrity, manage configurations	Technical Support
Reviewers	Evaluate and provide feedback on submissions	Review submissions, provide evaluations	Program Chairs
Authors	Submit papers and proposals	Submit papers, respond to feedback	Program Chairs

### 3.3. User Environment

**Number of people involved in completing the task:** Varies by event size, typically 10-50 organizers and 100-1000 attendees.

**Task cycle duration:** Event planning cycles range from 3 months to 1 year.

**Time spent in each activity:** Organizers spend 10-20 hours per week planning, attendees spend 5-10 hours engaging with event content.

**Unique environmental constraints:** Events may be held in various locations, including conference centers, hotels, and virtual platforms.

**System platforms in use today:** Windows, macOS, Linux, iOS, Android.

**Future platforms:** Potential integration with emerging platforms and technologies.

**Other applications in use:** Existing CRM, email marketing, and social media tools.

**Integration requirements:** Yes, integration with CRM, email marketing, and social media tools is required.

### 3.4 Key Stakeholder or User Needs

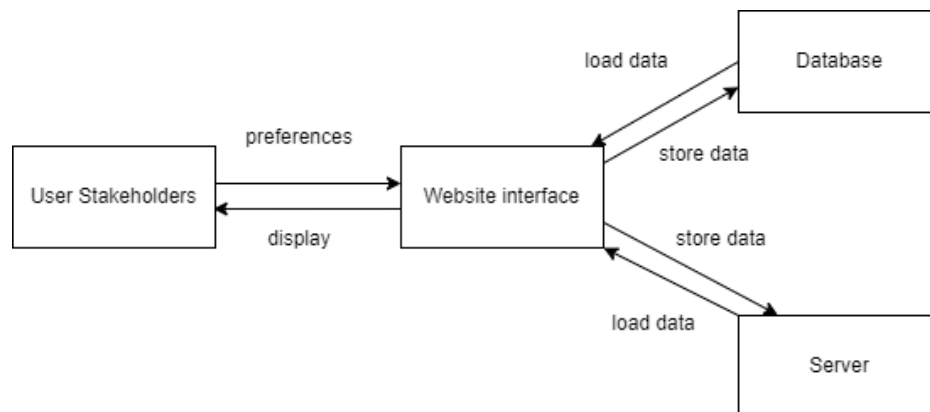
Need	Priority	Concerns	Current Solution	Proposed Solutions
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Streamlined event planning	High	Complexity, time-consuming	Manual processes	Automated scheduling and task management
Efficient communication tools	High	Miscommunication, delays	Email, phone calls	Integrated messaging and notifications
Robust submission and review system	High	Errors, inefficiency	Email submissions	Online submission and review platform
Enhanced attendee experience	Medium	Engagement, satisfaction	Basic tools	Interactive features, mobile app

## 4. Product Overview

### 4.1. Product Perspective

This product is independent and totally self-contained. The system does not interact with any external system, and it hosts its own database and own server.



### 4.2. Assumptions and Dependencies

Assumptions	Dependencies
It is assumed that the user will have a device to use the application.	All functionalities of the application require a device to function.
It is assumed that the user will have an internet connection while using the app.	All functionalities of the application require an internet connection to function.
It is assumed that there will be a functioning bot tracker.	The tracking of fake profiles is important to make the use of the app reliable for users.

It is assumed that the data given by users will be stored safely in a database.	Most information shown on the application relies on the information given by each user.
It is assumed that event organizers are familiar with event processes	Event processes require integration with existing methods

## **5. Product Features**

### **Core Features**

CPP ConferPlannerPro is distinct from other event management systems by its comprehensive submission and review management, inclusive communication tools, customizable event scheduling, and attendee engagement enhancement. Basically, in the following paragraphs the details of these four features will be explained.

#### Submission and Review Management

Effective management of submissions and reviews is crucial for professional events. The platform provided by CPP ConferPlannerPro makes it easy for users to manage all aspects of submission and review including: Submission Portal: An intuitive web-based portal allows authors to submit their papers or proposals with ease; besides the system has support for multiple file formats ensuring secure storage of submissions. Automated Assignment: A fair process of assigning relevant reviewers to submissions is ensured as they are grouped based on their expertise. Review Workflow: By means of a structured customizable reviewing form, reviewers can assess submissions, offer comments or ratings. This helps that all transitions are well-managed and all reviews delivered within the deadline. Decision Support: Program chairs have access to detailed reports and analytics enabling them to make decisions based on acceptance/rejection/revision requests for each submission.

#### Integrated Communication Tools

Communication is a key aspect for events to be successful. CPP ConferPlannerPro has several communication tools that help keep all stakeholders in touch with each other. The messaging system feature allows users to send personal messages either as individuals or to groups, hence facilitating live communication. The announcements feature allows organizers to use this feature to communicate important information and updates to all participants of the event. The notification system feature allows users to be updated with vital details like dates of deadline, change of schedules and any other form of urgent information through automated notifications so as to minimize missing out on anything.

#### Customizable Event Scheduling

CPP ConferPlannerPro has powerful scheduling tools that let planners create and manage event agendas down to the smallest detail: Drag-and-Drop Interface: Organizers can easily use an interactive drag-and-drop interface to construct an event schedule. Session Management: Sessions are defined, speakers assigned, rooms and times allocated. The system ensures there are no conflicts and helps optimize the event flow. Personalized Agendas: Personal agendas can be created by each attendee with their preferred sessions and activities. This feature enhances the attendee experience and helps them make the most of the event. Automated Reminders: The system sends automated reminders to attendees

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regarding upcoming sessions they have registered for, ensuring they don't miss out on any important activities.

#### Attendee Engagement Enhancements

Engaging attendees is very important for the success of any event. CPP ConferPlannerPro offers multiple features to enhance attendee engagement: **Interactive Features:** Features like Q&A sessions as well as having surveys during presentations keep attendees actively involved and engaged. **Networking Opportunities:** Attendees can view profiles of other participants, schedule one-on-one meetings, and join networking sessions, fostering valuable connections. **Gamification:** Implementing gamification elements like leaderboards, badges, and rewards encourages attendee participation and makes the event more enjoyable. **Mobile App:** A dedicated mobile app ensures attendees have access to all event information, interactive features, and networking opportunities on-the-go, enhancing their overall experience.

#### Reporting and Analytics

CPP ConferPlannerPro provides robust reporting and analytics tools to help organizers measure the success of their events and make data-driven decisions: **Real-Time Analytics:** Access real-time data on attendee engagement, session popularity, and other key metrics during the event. **Custom Reports:** Generate custom reports on various aspects of the event, such as submission statistics, review outcomes, and attendee feedback. **Data Export:** Export data in various formats for further analysis or integration with other systems. **Feedback Collection:** Collect feedback from attendees, speakers, and other stakeholders to identify areas for improvement and enhance future events.

## 6. Other Product Requirements

The other product requirements are listed in the table below. Note that all possible values for priority, benefit, effort and risk values are high, medium and low.

Requirement	Type	Priority	Benefit	Effort	Risk
The app must be available on all types of platforms and devices (Windows, Mac OS, IOS, Android)	Platform Requirement	High	High	Low	Low
The app must not crash when the user enters a wrong input	Fault Tolerance	High	High	Medium	High
The app must not crash when disconnected from the internet. It should indicate that there are some connection issues	Fault Tolerance	High	High	Low	Low
The app must display an error message when the user enters a false input	Robustness	High	High	Medium	High

The response time of loading static pages should be lower than one second	Performance	Medium	High	Medium	High
The application code must have 80% code coverage	Robustness	Medium	High	High	High
The app must present a skippable tutorial when used for the first time	Documentation Requirement	Medium	Medium	Low	Low
A FAQ online website must be setup to answer frequently asked questions	Documentation Requirement	Low	Low	Low	Low
The app must allow users to use video in 1080p resolution video	Application Requirement	High	Medium	Medium	Low
The app must be responsive for its usage on all sorts of devices	Platform Requirement	High	High	High	High
The UI of the app must be clear and simple	Application Requirement	Medium	High	Low	Low
The app must contain a help section with documents providing walkthrough on the utilization of the app	Documentation Requirement	Low	Medium	Low	Low
The app must contain a contacts us section if the user needs additional help	Documentation Requirement	Low	Low	Low	Low
The app must have a language changing option for more accessibility	Application Requirement	Medium	High	Medium	Medium
The app must be secure and provide privacy	Application Requirement	High	High	High	High