**INTRODUCTION**

## Zigma InfoTech is one of the largest software development companies in the world. Company is one of the global leaders in business and technology services that help clients to bring the future of work to life today in a business environment that is being transformed by accelerating globalization, virtualization and shift towards cloud platforms.

Our domain expertise, technical excellence and unique culture help businesses thrive and be future-ready. Company enables customers to achieve competitive advantage through flexible and global delivery models, agile methodologies and expert frameworks. Company is having expertization in various domain including Banking and Financial services, communications, consumer goods, Cloud. Retail, HealthCare etc...

Company is operating in India from Bangalore, Chennai, Hyderabad, Delhi and Kolkata. As part of the day to day operation, the company has to organize trainings to employees, conferences, day to day meetings and client interactions. Each location is having different types of rooms to organize the meetings, like training rooms, conference room, interaction rooms etc. In order to book a room now there is no automated system available in the company. Company’s learning and development (LnD) department is in charge of these rooms and employee has to contact the LnD department to book a room. An employee can book only rooms of his premises if an employee from Bangalore needs to organize a meeting with his team in Delhi he has to contact the LnD department op Delhi. So it will be tedious task for the employee. So LnD department want to host a web application to automate the online room booking system for company which will run in company network, so that each employee can log into that application and the rooms can be booked online.

**Current System**

The LnD department manages room booking data in excel sheet. There are different types of room at various locations. Request is sent to training department for booking. Training department will check the availability, if available excel sheet is updated and confirmation email is sent. In case of unavailability of room, necessary adjustment of date and time can be done by training department. Booking for any kind of program for next month can be done after 27th of current month. Discussion room can be booked at any time.

**Proposed System**

**Room Administration:**

Administrator is allowed to create new room, when the new room is allocated to LnD for technical training, discussion or soft skill training. When room is created its seating capacity and its infrastructure needs to be added. The details like location, block, and city of training to be also added for room creation for the room type mentioned above. The room details can be updated, or deleted after corresponding room id is searched for and found in the system.

Create Room should record following details

• Name of the Room

• Room Type

• Venue Details

* City
* Location
* Block
* Address

• Room Owner Details

* Location Coordinator Name
* Email Id
* Phone

• Facilities

* Seating Capacity
* Table Types(Round/Square tables)
* No of Machines
* White Board
* Flip Chart
* Screen
* Projector
* Network
* Internet Connection

• Remark

• No of Participants

Deletion of the Room can happen

**System Users**

1. Super Administrator

2. Administrator

3. Power User

**Super Administrator:**

The task performed by Administrator and Power User respectively can also be done by Super Administrator. Along with that Super

Administrator can do User Management and Approval of booking.

**Administrator:**

Administrator can do room management, view all reports and can do booking.

**Power User:**

Power User can view specific report and do booking.

**Managing Room**

Users can book the rooms after checking for availability. The status of the room is updated accordingly.

Room status

1. Tentative

2. Confirm

3. Cancelled

Bookings can be done online by users for any location. Cancellation can be done by same user or super administrator and appropriate remarks should be entered.

**Reports**

* Report option
* Booked history weekly, monthly
  + Program type wise
  + BU Type Wise
* User wise or Admin Wise
* Start - end date booked details should be showed
* Super Admin will get which users location wise
* Start - end date booked details should be showed

**Email notifications**

• System will send emails to respective users if the booking is “confirmed” or

“Cancelled”

• On creation of users, they will be notified through email with regards to

their username, password and their rights.

**Look-and-Feel**

* All pages must have the same look-and-feel with exactly the same header, footer and navigation panel on the left.
* Users must be able to go to any screen with minimum mouse-clicks.

**Security**

The users have to have appropriate permission to do bookings for the available rooms. On basis of the permission given to users they will login the system to do a specific task.

**Design Implemenations:**

* Use of Master pages to implement easy navigation and uniqueness to the pages
* AJAX needs to implement in order to avoid complete post back of the pages.
* In order to increase the end user experience JQuery has to be used for designing the pages
* Users must be able to go to any screen with minimum mouse-clicks.

**General instructions:**

* 3 tier Architecture Model
* Microsoft coding standards
* Database should be normalized
* Use of SP for all database operations
* Appropriate security measures needs to implement.