

Scope:

The volunteer coordination system is designed to comprehensively manage various aspects related to volunteers, coordinators, non-profit organizations, events, tasks, and training. The system will store and manage volunteer details, including contact information, volunteer status, and assigned tasks, while tracking volunteer hours and training hours. For coordinators, the system will manage their contact information, certifications, status, and assigned events. The system will maintain records of non-profit organizations, which includes the organization's details (i.e., name, email, etc.) and events. Event management features will enable the planning, organization, and management of events, including event details such as name, date, time, location, description, and required volunteers. The system will also document and manage tasks associated with events, including task names and descriptions. Training management capabilities will track training sessions, including training names, descriptions, and results. The system will not be responsible for non-profit finances, background checks (on volunteers, coordinators, and non-profit organizations) and external application integration (i.e. email, zoom).

Problem domain:

Volunteering and community service are essential today to address a range of environmental, social, and humanitarian problems. However, coordinating volunteer activities can be a lengthy and difficult endeavor. Many communities' non-profit organizations and volunteer coordinators face challenges, in effectively managing volunteer activities and matching volunteers with appropriate tasks. However, challenges are not only experienced by non-profit organizations and volunteer coordinators; but also, by individuals with the right skills who want to change the world by giving back but don't know where to begin.

The goal of our Community Volunteer Coordination System is to make organizing and registering for volunteer events easier and more efficient. By enhancing job assignment and event administration this system will operate as a single point for effective and successful communication between volunteer coordinators, volunteers, and community non-profit organizations, resulting in more meaningful and successful volunteer endeavors.

Business rules:**Volunteer:**

To become a volunteer, a person must register for the volunteer program and create a volunteer profile. Each volunteer is assigned with a coordinator who is responsible for managing their shifts and tasks. Volunteers can collaborate with multiple organizations and participate in multiple events. Their tasks at events are assigned based on their skills and interests. Volunteers are contacted by their coordinator when a volunteer opportunity

arises. They are provided with basic event information including date, time, location, and tasks. Volunteers can apply to participate through a form. Volunteer positions are filled on a first-come, first-served basis.

Non-profit organization:

Non-profit organizations must apply for the volunteer program and create an organization profile. Once approved, each organization is assigned at least one coordinator to manage their volunteer needs. Organizations contact their assigned coordinator to request volunteers for an event they are hosting. When submitting a request, they must provide event details, such as event name, date, time, location, required roles, number of volunteers needed. Organizations can host multiple events and have multiple volunteers. Organizations are responsible for providing necessary information and training to volunteers for efficient operation of the event.

Coordinator:

To carry out different responsibilities within the system, coordinators need to have their own profiles. Each coordinator has access to details of nonprofit organizations and volunteers. At least one volunteer and one nonprofit organization must be paired with each coordinator. Furthermore, they must be assigned to at least one event, although they may work on numerous events, simultaneously. Coordinators should be allowed to create, modify, and update event information. They should be able to effectively communicate with both volunteers and nonprofit organizations and be able to delegate tasks to volunteers. Finally, coordinators need to be able to get volunteer feedback.