**Project Scope Document**

**Project Information**

Al-Nur Mosque Lajna Management System

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**Problem Description**

Right now, the Women’s side (Lajna) of the Al-Nur Mosque faces issues with how the reporting information is handled. There are 50 members, but the organization struggles with the reports, files, and notes being scattered between different platforms and locations. Attendance, meeting notes, and reminders are tracked in group chats, emails, and even on paper, which makes it difficult to keep everything organized.

* **Time-Consuming**: Administrative tasks are extremely time-consuming due to the information being stored in multiple locations.
* **Communication issues**: Meeting reminders and important announcements are frequently overlooked as they get lost among other messages within the group chats and email threads.
* **Missing Information**: Critical information is often missed or not properly accounted for due to the lack of a centralized tracking system.
* **Extra Work**: Reaching all 50 members for the monthly meeting and updates requires excessive manual effort.
* **Inconsistent Record Keeping**: Records, such as attendance, aren’t tracked in the same way each time, making them unreliable.

**Anticipated Business Benefits**

**Primary Benefits**:

* Keeping everything in one place makes it easy for everyone to find what they need.
* Makes communication easier with reminders and announcements that won’t get lost.
* Saves time on admin work by tracking attendance and meetings more efficiently.

**Expected Improvements**:

* Cuts down time spent on admin tasks by more than half.
* Gets more members to attend meetings since the reminders will be harder to miss.
* Prevents data from being lost through centralized storage.
* Increases member engagement with important announcements and events.
* Save about 5-8 hours a week that usually go into organizing and tracking manually.

**System Capabilities**

The proposed Lajna Management System will provide the following capabilities:

**Risk Analysis**

* **Evaluate Feasibility**
* **Cultural/Organizational**
* **Technological**
* **Schedule**
* **Resource (team members’ talents)**
* **Document Constraints and Limitations**