**Project Scope Document**

# Project Information

Al-Nur Mosque Lajna Management System

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Senior Capstone I (CMIS 4900-400)

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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:

**Essential Features**:

1. Attendance Tracking
2. Member Management System
3. Centralized Calendar
4. Document Repository
5. Communication System

**Could Include (if time permits)**:

1. **Membership Roster**: A visual directory of the current members
2. **Member Access**: A form directly on the website for members to fill out, as opposed to linking to the current Google Form.

**Technical Requirements**:

* **Platform**: Web-based program that is accessible through standard browsers
* **Users** – Four user roles that will have access:

1. Members (approximately 50)
2. Department Heads
3. President (Farzana Choudry)
4. Admin/Maintenance (the development team for troubleshooting and bug fixes for the duration of the development phase)

* **Integration**: Must be able to integrate with the existing ‘Monthly Report’ Google Form that serves as the current reporting system.
* **Data Flow**: Google Form responses will feed directly into the system database, eliminating manual data entry.
* **Security**: Username and password authentication system with an account approval process. New members submit account requests that require presidential approval. The President can also pre-create accounts to control website access. User authentication and data protection for the privacy of the members.

# Risk Analysis

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| --- | --- | --- | --- | --- |
| **Risk Category** | **Description** | **Impact** | **Likelihood** | **Mitigation Strategy** |
| **Technical Risk** | The team is new to building a full-stack system, so unexpected bugs or delays could occur. | High | Medium | Break up the system into smaller parts and testing each item incrementally. |
| **Schedule Risk** | Any significant delays in an area could throw off the whole project timeline. | High | Medium | Create milestones and check-in regularly. Prioritizing key features over smaller, less important ones is key. |
| **Resource Risk** | Team members may have different workloads at times due to skill levels. | Medium | Medium | Divide tasks based on strengths and take notes so others can assist if needed. |
| **Organizational Risk** | If feedback/input is needed from the sponsor, their availability may be limited leading to slower feedback. | Low | Medium | Prepare thoughtful questions for the sponsor. Use a fast communication method (like phone or email) for quick questions. |
| **Data Security Risk** | Storing member information in a database could raise privacy concerns. | High | Low | Limit personal data collection to only what is necessary (name, attendance, etc.). |

# Evaluate Feasibility

**Cultural/Organizational:**

* **Sponsor Support:** The project has strong backing from the Lajna President, Farzana Choudhry, who understands the value of making information centralized.
* **User Adoption:** Some of the administration already frustrated with the current scattered system. That frustration should make them more open to a new solution, even if some need extra help learning how to use it.
* **Change Management**: The shift won’t require major organizational changes since the new website is simply replacing disconnected tools with one central tool. However, there is always the risk of resistance from members who are less comfortable with technology.

**Assessment: Feasible**

**Technological:**

* **Team Skills:** Our team has some background in web development from our studies, but this will be the first time most of us have put together a full-stack system.
* **Tools:** HTML, CSS, JavaScript would be used for the frontend, and a simple database for the backend. These technologies are realistic at our level since we already have a certain amount of experience with each of these.
* **Version Control:** GitHub is in place, which will keep everything organized and track any changes.

**Assessment: Feasible**

**Schedule:**

* **Timeline:** We have 2 full semesters to complete this project. This should allow us just enough time to achieve the necessary components.
* **Milestones:** We need to stick to scheduled meetings, check-ins, and submission dates in order to stay on track.
* **Challenges:** Academic breaks, exams, and finals (for other courses) could impact our availability and ultimately cut into our development time. There’s not a whole lot of room for delays, so we need to remain consistent with our progress.

**Assessment: Feasible**

**Resource:**

* **Team Size:**  With four members, we have the ability to divide tasks by our strengths.
* **Time Commitment:** Each member should be able to commit a certain amount of time each week to the development of this project.
* **External Support:** If necessary, we can contact our sponsor for input, though we will need to prepare focused questions and points prior to reaching out.
* **University Resources:** The on-campus resources, such as computer labs and study rooms, are available for our use if needed.

**Assessment: Feasible**

**Constraints and Limitations:**

* **Time Constraints:** We have a limited amount of time during each semester due to other coursework and academic commitments, as well as any personal obligations. We need to work around these scheduling conflicts, coordinating a timeline that is feasible for each member of the team.
* **Resource Constraints:** Since we will be using free tools and resources that are provided by the university, there is no budget for this project.
* **Scope Constraints:** Our solution needs to demonstrate what we have learned while remaining achievable.
* **Technical Limitations:** We are building a web application only. The system will work without connecting to other major systems at the mosque. We’re aiming for performance that works well for administrative users.