**Project Scope Document**

# Project Information

Al-Nur Mosque Lajna Management System

Team: JJ Gilbert, Zoha Khan, Shannon Katolsky, Kah Guan Ong

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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**: Administrative personnel at Al-Nur Mosque Lajna
* **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**: User authentication and data protection for the privacy of the members.

# Risk Analysis

**High Risk Items:**

* **Learning new web tools**: The team needs to expand its knowledge of web design and learn new skills. As we progress through the project, we will start becoming more familiar with the tools.
* **Sponsor availability**: Will schedule check-ins with the sponsor and prepare questions in advance to make the meetings efficient.
* **Scope creep**: Will maintain clear documentation of requirements and use a formal change control process for any additions that are presented.
* **Team coordination**: The team will hold regular meetings, ensuring tasks are clearly assigned, using GitHub to track progress.
* **Finishing on time**: Will create a detailed timeline that accounts for breaks, exam periods, and allow a buffer for unexpected issues.
* **Integration challenges**: Need to research the integration of Google Forms and how to properly implement that into the project.
* **Database design complexity**: Will start with a basic schema and expand later as necessary.

# 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.