

Teck4

University Event Organizer

Request for Proposal

Version 1.2

January 16th, 2017

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Document History

Version	When	Who	What
1.0	Jan. 12/17	Teck4	Initial drafting
1.1	Jan. 13/17	Genevieve Luyt, Sarah Warnock	Editing and refining ideas
1.2	Jan. 15/17	Teck4	Finalised RFP

Table of Contents

- 1.0 Product Overview
- 2.0 Project Objectives
- 3.0 Current System(s)
- 4.0 Intended Users of the System
- 5.0 Known Interactions with Systems within or Outside the Client Organization
- 6.0 Known Constraints to Development
- 7.0 Project Schedule
- 8.0 Project Team
- 9.0 Glossary of Terms

1.0 Project Overview

Teck4 is a company that manages the University of Victoria's (UVic's) tech. UVic has a diverse community and supports many student activities and clubs on campus. There is currently no easy way to inform students about these activities and events. If students want to know about all the events around campus their only options are to check all the different clubs' websites and read the posters around campus, which does not sufficiently support awareness. Additionally, if clubs want to inform students about their events, they send representatives to classrooms, or post on bulletin boards, social media, and websites.

2.0 Project Objectives

The University Event Organizer must satisfy the following objectives:

- Provide a standalone, centralized platform to showcase events happening around UVic
- Provide an easier way for clubs and student organizations to advertise their events
- Provide an easier way for students to access information anywhere and anytime
- Provide a way to find specific events with or without search parameters

3.0 Current System(s)

There are currently a number of ways that the students of UVic can be notified about upcoming events:

- Club and organization representatives showing up at the beginning of a class to advertise an event
- University of Victoria Students' Society (UVSS) event calendar on their website: <https://uvss.ca/events/>
- Clubs and organizations' individual websites and social media
- Posters and flyers pinned to bulletin boards in specific campus buildings

The current system does not allow students to easily identify all the upcoming university events because the information is too scattered across multiple platforms. There is no universal organize containing all the events hosted by all the different clubs and organizations, and no way to categorize and filter through all the events with ease.

4.0 Intended Users of the System

For our system, there would be a diverse user base accessing the program. The primary users of the University Event Organizer would include:

- Consumers: Current students, new students, faculty and alumni
- Event Hosts: Student Society Clubs and Unions
- Administrators with different levels of permissions: Approving events, denying events, changing event details

The ease of access would allow any student, club, or host at the UVic to see upcoming programs and events. The platform should also allow student groups to host events and advertise their social events. Clubs and organizations can host recruitment events to advertise their club and welcome more members to their group.

To help mediate and moderate events for unwanted content, administrators should have the ability to approve or decline events. The administrative interface should be simplistic and usable to be time efficient.

5.0 Known Interaction with Systems Within or Outside the Client Organization

We are expecting a standalone system, but for known interactions UVic currently uses: Drupal as a Content Management System (CMS) for storing files on the internet, SQL for interacting with the UVic database, and a verified version of Javascript.

6.0 Known Constraints to Development

There are a few known constraints in relation to the improvement of our system. They are:

- Accessibility: Be able to present information to all students, faculty members, and the general public through mobile devices, and personal computers
- Security: Only approved events will be made publicly visible through the system
- Time: Implemented by the September 1, 2018

7.0 Project Schedule

ID	Task Name	Start Date	End Date	Duration	Assigned To	Percent Complete
1	Release RFP to Market	2017-01-13	2017-01-16	3 Days	Teck4	100%
2	Requirements elicitation	2017-01-16	2017-01-23	1 Week	Developers	0%
3	Requirement Specification 1.0	2017-01-23	2017-01-30	1 Week	Developers	0%
4	Inspect Requirement Specification 1.0	2017-01-30	2017-01-31	1 Day	Teck4	0%
5	Feedback on Requirement Specification 1.0	2017-01-31	2017-02-02	2 Days	Teck4	0%
6	Draft of Requirement Specification 2.0	2017-02-02	2017-02-23	3 Weeks	Developers	0%
7	Finalize Requirement Specification 2.0	2017-02-23	2017-02-25	2 Days	Developers	0%
8	Prototype Demonstration and feedback on Requirement Specification 2.0	2017-02-25	2017-02-26	1 Day	Developers and Teck4	0%

8.0 Project team

Teck4's lead executive team consists of nine highly talented and motivated individuals. Our team can be contacted at any time through the contact information mentioned below:

E-mail: seng321teck4@gmail.com

Title	Name
<i>President</i>	Genevieve Luyt
<i>Vice President</i>	Nathan Harmsworth
<i>Lead Director</i>	Brett Blashko
<i>Technical Director</i>	Liam Day
<i>Director of Visual Design</i>	Mitchel Wong
<i>Chief of Staff</i>	Abhishek Chatrath
<i>Chief Financial Officer</i>	Nicholas Ogilvie
<i>Human Resources</i>	Sarah Warnock
<i>Project Coordinator</i>	Yves Belliveau

9.0 Glossary of terms

Term	Definition
<i>CMS</i>	Content Management System: tool used for storing files on the internet
<i>Javascript</i>	An object-oriented computer programming language commonly used to create interactive effects within web browsers.
<i>SQL</i>	Standardized Query Language: for requesting information from a database.
<i>UVic</i>	University of Victoria
<i>UVSS</i>	University of Victoria Student's Society