Requirements Document for Event Planner App

1.1 Introduction

Planning an event, whether personal or professional, often requires a great deal of multitasking, planning, and organizing. Buying decorations, arranging catering, and booking a location for the event all require that the planner draw from multiple sources, both on and offline. When arranging services like these for an event, planners have to sort through lots of data online in order to find exactly what they need, and often under the pressure of a deadline. Keeping track of all of this information can be daunting. Additionally, event planners have to create guest lists and send invitations, whether electronically or in the mail. While there are a few options online for event planning that cover some of these aspects, at the moment, a comprehensive application that can take users through a complete event planning process isn't currently available. Event Planner will do all of that.

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1.2 Executive Summary

Event Planner App will be an easily accessible, intuitive application that allows users to prepare and plan an event of their choosing. The main features of the app should be as follows:

· Create and store events within the app
· Review past events
· Compile guest lists that can be stored in the user's account within the app
· Send invitations to guests using the app
· Connect and coordinate with other users that are helping plan the event
· View articles and advice on event planning from third party publishers
· Order supplies and decorations with the user's vendor(s) of choice directly within the app
· Book venues and arrange catering directly within the app

In the development of Event Planner App, the following factors should be considered:
· Usability:

·   Connection with third-party publishers, vendors, and venues: most likely, publishers, vendors, and venues would subscribe to the app for a monthly fee in order to have their services showcased within the app

·   The requested features and goals are purposefully broad, as the planning and development phase should drive the shape and functionality of the application. Focus should remain on the goals stated above with wide latitude to innovate based on development and user feedback

1.3 Target audience

Event Planner App targets non-professional event planners and/or teams of multiple planners who want to plan personal events like birthdays, reunions, anniversaries, retirements, graduations. Users with technological experience ranging from beginner to expert will be able to access the app.

1.4 Functional Requirements

ALL USER and REGISTERED USER FUNCTIONALITY

User Registration
1.41 User has the option to create an account or proceed without registering. Certain actions and sections will be unavailable without registering an account or logging in.
1.412 User will need to have a unique username and password. The system will save the data and verify when user logs-in.
1.413 Email, full name, password, location will be required when registering. Or user can use Facebook to register.
1.414 Additional demographic info like job title, address, event collaborators or friends and frequent event type will be optional.
1.415 After registration, the login data will be save and user won't need to login every time on the same device. Unless user choose to logout, sign in will be required again.

Create An Event
1.42 User selects to create a new event. User enters event name, date, time, location, and selects from a list the event type. Some event types are birthday party, wedding, different holidays, etc.
1.421 User has option of writing description of party, seen by she or he and collaborators only.
1.422 User has the option to add collaborators. A collaborator is anyone they wish to share their event planning page with. User types in email addresses and clicks send. There is no limit on the number of collaborators allowed.
Add Guests to An Event
1.4231 Users add guests to the event by one of four ways: copying/pasting email addresses in the guest list field

1.4232 OR clicking Facebook icon, log-in widow comes up to log-in to Facebook (if they did not use Facebook as the log-in for the app already) and select from Facebook friends.

1.4233 OR Select the My Events Contact List which is a list already created with contact emails. If the user has not created this list yet, they icon will be unavailable.

1.4234 OR selecting the icon for "use a past event" and a list of past events from My Events will appear and the user selects as one or more events.

Collaborators Join an Event

1.43 Event collaborators will receive an email informing them that an event has been shared by the user. A unique link will be provided for the collaborator to click.

1.431 The link brings the collaborator to the app registration window. A message informs that the collaborator must register in order to see the users event.

1.432 The collaborator follows the registration instructions.

1.433 Once registration is complete the collaborator is brought directly to the shared event page. They are able to view all information user has saved for that event.

Searching, Saving and Sharing Event Vendors

Logging-in is not required to search for vendors but only a few vendors will be visible and a note to "register to see more" will be shown. User must log-in to save vendors.

1.44 User navigates to the vendor search section and selects the search category of venue, transportation service, decorations, entertainment, and other.

1.441 After selecting a category the user has the option to select more filters beneath the category. Under venue: 20-50 people, 50-100 people, etc; green space, urban, rural, etc; $, $$, $$$, $$$$; caterer provided, bartender provided, etc. Under decorations: florists, balloons, full service decorators. And so on...

1.442 User enters city, state and a distance in miles that they would like to see vendors within. Distance will have options for 5 mi, 10 mi, 20mi, etc.

1.443 After clicking "search" vendors are listed. If the user is logged-in, all search results are visible. The search results display each vendor's display "card": vendor name, location, distance from the users selected city, a few lines of description taken from the full vendor description, icons with short note taken from the filtering and the vendor description (Example: icon for urban venue, icon for vegetarian friendly, etc.).

1.444 User selects a result and is brought to the vendor page within the app. If they want to save the vendor as a "favorite", they click the "favorite" icon. Favorites are added to a list widget. The vendor list widget is visible whenever the user is within the vendor search section. A list is also saved to the My Events section.

1.445 User can share a vendor listing with anyone via email by clicking on the share button.

1.446 Enter an email to share the vendor listing. Before showing the email field, copy will ask if the user would like add a collaborator to the event. They have the option of clicking "don't ask me this again."

1.447 After sending the receiver will get an email that the user has shared an event with them and they will receive a link to the vendor. The vendor does not need to log-in to view the whole vendor posting, but will need to if they navigate away from the page to view others.

Creating and Sending Invitations

1.45   User navigates to the invitation section of the site.

1.451 User can flip through trending invitations near the top of the page.

1.452 User can browse the initiations by selecting a category or invites. After selecting the category, a collection of invitations is brought up. User clicks on invite to enlarge it.

1.453 User saves invitations by clicking the "favorite" button and favorites are saved in a widget on the page. The invite widget is displayed whenever the user is in the invite section.

1.454 User selects an invite to customize. They are brought the the full invitation template page.

1.455 If the user wants the invite to apply to a previously created event in My Events, they can select that event, the invite will become linked to that event, and the information is automatically populated (date, time, location, guest list, etc).

1.456 If the user has automatically populated info from an event, they may change any field on the page, such as the date or time, and a pop-up will ask if they would like the information to also change on the event they created in My Events.

1.457 If the user is applying the invite to an already created event and the event has a guest list, the guest list will populate.

1.458 The user can save the finished invitation be selecting the save button. The saved invite will be held as pending on the My Events home page. If the user has linked the invite to an event it will appear on that event page.

1.459 If send the invite, the user clicks send when finished filling out the fields.

1.4511 Sent invitations will be saved on the on the event page where RSVPs will also automatically populate.

User Manage the RSVP List

1.46 The user logs-in to the app and on the home page, clicks the first event listed in the "My Events" widget. (The widget will list events from the earliest event date to latest)

1.461 On the event page, user sees all the event details they previously entered.

1.462 User selects the guest list and is brought to a new page where the guests are broken down with RSVP responses in one column, broken down by YES, NO, MAYBE and NO RESPONSE. Unique messages they may have sent are in another column.

1.463 User selects the "edit" button at the top of RSVP list. A bullet appears next to each name and a message instructing user to drag and drop names into different categories.

1.464 User drags a name from one section into another.

1.465 User adds a name to the list by clicking "Add a Guest" at the top of the RSVP list.

1.466 A pop-up window asks "would you like to send more invites? Or would you like to manually add a guest to the list?" User selects manually add a guest, types a name into the field, selects the RSVP response.

1.467 User clicks "Add a Guest" then selects "send more invites." They are brought to the invitation page (where they originally created the invite) and has the same options as before to add guests.

Send Thank Yous After an Event

1.47 	 User logs-in to the app after an event is finished and a pop-up asks if the user would like to send thank yous for the event.

1.471 Pop-up is shown for two weeks after an event, or until the user selects "no" on the pop-up.

1.472 User selects to send thank yous. They are brought the the event page with a collection of thank yous on display.

1.473 User selects a thank you, is brought to the thank you page. The guest list is automatically populated but they can select to edit and remove or add names and email addresses.

1.474 User fills out personal message field and click to send thank yous.

1.475 User logs-in to app and declines to send thank you or has missed the pop-up window that offers to send thank yous. They navigate to the thank you page manually by going clicking on the event in the widget or by navigating through My Events to their past event. There is an option to send thank yous on the event page at any time after the event.

Rate and Review Vendors

1.48 	 User logs-in, navigates to vendors page they wish to rate and review. They may find the vendor in their favorites list of search for the vendor.

1.481 User clicks the rate and review button on the vendor listing. They write a description (no limit on character length) and click through a short list of questions: rate vendor overall 1-5 stars, communication 1-5 stars, price 1-5 stars, quality 1-5 stars, accuracy in listing 1-5 stars, etc.

1.482 User clicks "post" and review is listed with the user's login username.

Read, Rate, Share Event Planner Articles

1.49 	 User enters the app and clicks on an article listed on the home page slider.

1.491 User clicks the the share icon near the top of the article and enters someone's email address. Clicks send.

1.492 User clicks the rate icon near the top of the article, a pop-up window asks the user to log-in or create an account. If the user has an account already they log in, and rate the article 1-5 stars. The rating is added to a cumulative star total near the top of the article.

1.493 If the user selects the create and account option they are brought to the registration page. After registering the can click the back button to return to the article but will remain logged in.

1.5 Platform Requirements

Event Planner App will be used primarily on laptop/desktop and should be compatible with Chrome, Firefox, Safari and IE. Architecture should be constructed so that expanding future versions on smartphone platforms, with a central hub to the website, will not require significant upgrades.

1.6 Application Qualities

l _User-friendliness_ - Since the success of Event Planner App depends on it being intuitive and well organized or non-professional event planners, user-friendly UI is imperative.

l *Extensibility* - Over time the application will be enhanced with new features; therefore, the application should be extensible, including the expansion to a mobile application.
l *User-Flow* – Users may want to use each main feature of the app or they may pick and choose specific ones, and the app will be successful if it allows users to do this; however, users should be encouraged to begin by "creating an event."
l *Understandability* - Meal Assist should be coded and documented in a way that makes it easy for developers, even those that did not work on the application initially, should be able to maintain and extend the application.

1.7 Potential Risks

l *Difficult to use* - If users can't immediately understand and start working with Event Planner App, it will not be successful.
l *Vendor Information and Buy-In* – The vendor listing are essential to the app, they need to be easy to read, easy to update (not part of this scope) and easy for users to rate and review.

Customize