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| **Use Case ID** | OT\_UC\_4 |
| **Use Case Name** | Manage Tasks |
| **Created By** | Virgilio Angelo S. Navarro III |
| **Description** | This use case describes the process by which the team leader assigns, updates, sets, or adjusts tasks to the employees. |
| **Primary Actor** | Team Leader |
| **Secondary Actor** | Employee |
| **Include Use Case** | View Manage Tasks Use Case |
| **Preconditions** | * The Team Leader is logged into the OT Tracker system. * Employees are available to receive tasks and access the system. * The system supports task assignments, updates, and due date management. * The Team Leader has the necessary permissions to assign and manage tasks. |
| **Postconditions** | * **Success**:   + The task is successfully assigned to the employee with the correct details.   + The system records the task assignment, and the employee is notified with all necessary information. * **Failure**:   + Team Leader fails to assign tasks or set due dates due to system errors, the tasks remain unassigned or without due dates. |
| **Triggers** | A task is ready to be assigned, updated, or have its due date set, prompted by project requirements, team member availability, or system notifications. |
| **Main Flow** | 1. The Team Leader creates a new task or identifies an existing task that needs to be assigned. 2. The Team Leader selects a team member to assign the task to and enters task details. 3. The Team Leader sets a due date for the task, ensuring it aligns with the project timeline. 4. The system automatically notifies the assigned team member about the new task and due date. 5. The Team Leader may update the task’s status based on team member feedback or progress. 6. The Team Leader monitors the task progress. 7. Once the task is finished, the Team Leader marks it as completed in the system. |
| **Alternate Flows** | 1A: Team Member Is Not Available  If the team member selected by the Team Leader is unavailable the system notifies the Team Leader.  3A: Invalid Due Date  If the Team Leader attempts to set a due date in the past, or any invalid date, the system flags the date as invalid and prompts the Team Leader to select a future date. |
| **Special Requirements** | Notifications should be sent to team members when tasks are assigned, updated, or due dates are changed. |
| **Assumptions** | * The Team Leader has the required permissions to assign, update, and manage tasks within the system. |