**Track-Flow**

**Task Progress Manager**

**Business Requirement Specification**

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## 1. Introduction

## 1.1 Document Purpose

The purpose of this document is to outline the business requirements for the development of Track Flow, a web application designed to manage and track tasks within projects efficiently. This system will provide a comprehensive solution for project managers, team members, and stakeholders to collaborate, organize tasks, and monitor project progress.

## 1.2 Project Background

Project Management and Task Management in the project was becoming hard in teams to keeping track of their work. pricing Structure of existing model is also complex and may not be budget-friendly for small or growing teams. The cost increases with the number of users, and additional features often require higher-tier plans.

## 1.3 Goals of the project

The main objective of the "TrackFlow - Task Progress Manager" project is to develop a website that simplifies and improves the way teams manage their tasks and projects collaboratively. If a team wishes to utilize this platform and understand how to effectively use it for managing their tasks, they simply need to have a basic understanding of computers. Team members can easily register on the website, giving them the ability to organize, track, and collaborate on their projects seamlessly. The platform also welcomes businesses and individuals seeking a streamlined approach to project management. It aims to empower users, making project tracking accessible and straightforward.

## 1.4 Scope

The Track Flow application will cover task creation, assignment, tracking, and reporting functionalities. It aims to streamline project management processes, enhance communication, and improve overall project efficiency.

## 1.5 Customers and Stakeholders

**Customers:**

Our primary customers are individuals and teams engaged in project management across various industries. This includes project managers, team leads, and team members who seek an efficient and user-friendly task and project tracking tool to enhance collaboration and productivity.

**Stakeholders:**

* + Development Team.
  + End Users.
  + Enterprises

# 2. Business Requirements Overview

* Easy to use and Understandable to New-users.
* Easy to Add, Create or Update Tasks and assign it to team.
* Keeps tasks and projects organized.
* Shows progress in a simple way.
* Sends alerts for important updates.

# 3. Functional Requirements Overview

TrackFlow consists of three main modules described as below.

## 1. Administrator

- Manage user accounts.

- Keep a watch on progress of projects.

- View and generate reports across all projects.

## 2. Project Manager

- Create, edit, and delete projects.

- Assign tasks to team members.

- Monitor task progress and project timelines.

- Generate project-specific reports.

**3. Team Member**

- View assigned tasks and project timelines.

- Update task statuses.

- Communicate with team members through the platform.

- Attach files and comments to tasks.

# 4. Non-functional Requirements

* The website should use professional design, look and feel and color scheme.
* Users will have no limitations for accessing the application through Internet. The portal being an internet application, it is difficult specify exact number of visitor or users. Hence we will target the system to support between 5 and 10 million users on launch of phase 1.
* Being a public website, the site must follow general usability guidelines for menus, navigation, colors, links and other actions provided on the screens.
* The system should be designed in such a manner that user will be able to complete tasks in minimum number of steps.