**Software Requirements Specification (SRS) Document**

**Day Planner Application  
by Team VITALITY**

**Document Information**

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**Project:** Day Planner Application

**1. Requirement Analysis**

**1.1 Purpose**

The purpose of this Software Requirements Specification (SRS) document is to define the requirements for the development of a **Day Planner Web Application** which makes tasks management easier and follows the idea of supervision. The Day Planner Application project aims to solve the problem of inefficient daily task management by providing users with a cross-platform app that helps them:

1. Plan daily activities.

2. Set reminders (email and system notifications).

3. Manage one-time and recurring tasks.

4. Prioritize tasks with visual cues.

5. Track task progress with frequent updates.

6. Flexibly postpone tasks for future completion.

The app's purpose is to enhance users' productivity and time management by offering a comprehensive solution for organizing and executing their daily tasks effectively.

**1.2 Functions of the Application**

The functions of the application include:

1. **Task Management**: Users can create, edit, and delete tasks. They can set task names, descriptions, due dates, and specify whether a task is a one-time or recurring event.

2. **Priority Tasks**: Users can assign priorities to tasks. High-priority tasks are displayed prominently with a larger font, making it easy to identify and tackle important responsibilities.

3. **Frequent Updates**: The app prompts users with task status updates, asking if tasks have been completed or are still pending. Users can mark tasks as done or pending for future reference, helping them stay organized.

4. **Task Duration**: Users can specify the estimated duration for tasks. The app will remind users to update task status after the duration has elapsed, ensuring they stay on top of their commitments.

5. **Backtrack and Postpone**: Incomplete or pending tasks are clearly displayed to users. They have the option to backtrack on completed tasks if needed. Additionally, users can postpone tasks to a future date or time, providing flexibility in managing their schedule.

6. **Reminders**: The app sends reminders to users through email notifications and system notifications (push notifications), ensuring they don't forget important tasks or appointments.

7. **Widgets**: The application offers widgets for easy access on the user's device. These widgets provide quick access to the user's task list and upcoming events, enhancing convenience and efficiency.

These functions collectively enable users to effectively plan, prioritize, track, and adjust their daily activities, making the Day Planner Application a valuable tool for improving productivity and time management.

**1.3 Target Audience**

The userbase of the Day Planner Application is diverse and includes professionals, students, parents, entrepreneurs, seniors, individuals with health conditions, event planners, fitness enthusiasts, creatives, travelers, caregivers, remote workers, teachers, and couples/families. Essentially, anyone seeking better daily organization and time management can benefit from this app.

**1.4 Success Metrics**

Success metrics for the can help determine its success and impact. Here are key metrics to consider:

1. **User Adoption**: Measure downloads, registrations, and active users.

2. **User Engagement**: Track task creation, completion, and updates.

3. **Retention Rate**: Monitor how many users continue to use the app over time.

4. **Reminders Effectiveness**: Assess click-through and response rates for reminders.

5. **User Feedback**: Gather feedback through surveys, reviews, and direct communication.

6. **Bug Reports and Support Requests**: Monitor the number of bug reports and support requests.

7. **App Store Ratings and Reviews**: Keep an eye on app store ratings and user reviews.

These metrics collectively help determine the app's success and its impact on users' daily planning and time management.

**1.5 Unique Features**

Existing task management systems, such as Google Tasks, Todoist, and Microsoft To-Do, offer valuable tools for organizing daily activities. However, our Day Planner Application introduces unique features that set it apart:

1. **Priority Tasks**: While existing apps allow task management, our app stands out by visually emphasizing priority tasks with larger fonts. This helps users focus on what matters most.

2. **Frequent Updates**: Unlike others, our app proactively prompts users with constant task updates, ensuring nothing slips through the cracks. It's a proactive approach to task management.

3. **Backtracking**: The ability to easily backtrack on completed tasks or postpone them to a future date provides users with unmatched flexibility and adaptability.

4. **Task Duration**: Our app lets users set task durations and sends timely reminders for updates. This feature helps users allocate their time more efficiently, a unique aspect in task management.

5. **Widgets**: Offering widgets for quick access from the device's home screen enhances convenience, making our app an even more user-friendly and accessible tool.

These unique features of the Day Planner Application make it a standout choice for individuals seeking not only task organization but also a proactive and flexible approach to daily planning and time management.

**2. Functional Specification**

**2.1 User Perspective**

From a user's perspective, the application will provide an intuitive and efficient experience for managing daily tasks and activities. Here's how the system will behave:

1**. User Onboarding**: Upon launching the app for the first time, users will be guided through a simple onboarding process. They'll create an account or sign in and set their initial preferences.

2. **Task Creation**: Users can easily create new tasks by tapping a "New Task" button. They'll provide task details, including a title, description, due date, and priority level.

3. **Priority Task Visualization**: The app will display priority tasks prominently with larger fonts, ensuring users notice and prioritize them over other tasks.

4. **Recurring Tasks**: Users can set tasks to be one-time or recurring, such as daily at 11:00 AM, providing flexibility for managing routine activities.

5. **Reminders**: Users will receive reminders for their tasks through various channels, including email and system notifications, ensuring they stay on track with their schedule.

6. **Task Updates**: The app will frequently prompt users to update task statuses. Users can easily mark tasks as completed or pending, providing a sense of accomplishment and progress tracking.

7. **Backtracking and Postponing**: Incomplete or pending tasks will be clearly displayed. Users can backtrack on completed tasks or postpone them to a later date or time, offering flexibility in managing their agenda.

8. **Widgets**: Users can add widgets to their device's home screen for quick access to their task list and upcoming events, streamlining daily planning.

9. **Customization**: The app will allow users to customize their experience, including themes, notification preferences, and task categories, tailoring it to their needs.

10. **Feedback and Support**: Users can provide feedback and access support within the app for assistance or reporting issues.

Overall, the Day Planner Application will behave as a user-friendly and proactive tool, helping users efficiently manage their daily activities, prioritize tasks, track progress, and adapt their plans as needed, ultimately improving their time management and productivity.

**2.2 Different Scenario**  
  
**Scenario 1: Sarah, the Working Professional**

Meet Sarah, a marketing manager at a fast-paced advertising agency. Her days are filled with meetings, client pitches, and project deadlines. She uses the "Daily Planner Application" to stay organized:

**Morning Routine**:

- Sarah opens the app to check her tasks for the day.

- She sees her high-priority task, a client presentation, displayed prominently with a larger font.

- The app reminds her of an important client meeting at 2:00 PM.

**Throughout the Day**:

- Sarah receives push notifications from the app reminding her to update task statuses.

- After completing a successful presentation, she marks it done and feels a sense of accomplishment.

- She backtracks on a task she initially marked as done when she realizes it needs further revision.

**End of Day**:

- The app displays pending tasks, including follow-up emails and project planning for the next day.

- Sarah adjusts her schedule, postponing some tasks to allocate more time for a new client request.

The Day Planner Application helps Sarah manage her hectic workdays efficiently, ensuring she doesn't miss important meetings and stays on top of her tasks.

**Scenario 2: Emma, the Busy Mom**

Emma is a stay-at-home mom with three children, each with their own school schedules, extracurricular activities, and household chores. She relies on the Day Planner Application to keep everything in order:

**Morning Chaos**:

- Emma opens the app to see her daily plan, which includes school drop-offs and pickups, soccer practice, and grocery shopping.

- The app sends her a notification for her son's 4:30 PM soccer practice.

**Managing Household Chores**:

- Emma uses the app to list household chores and errands with various priority levels.

- She marks grocery shopping as a high-priority task and sees it displayed more prominently.

- Throughout the day, she updates task statuses and feels a sense of accomplishment as she checks off completed chores.

**Evening Adjustments**:

- Emma reviews the app's list of pending tasks, noticing some unfinished chores.

- She postpones cleaning the garage to the weekend and adjusts her schedule accordingly.

With the "Daily Planner Application," Emma successfully manages her family's busy schedule and household tasks, ensuring everyone's needs are met, and she has time for herself too

**2.3 System Overview**