

Task Management System.

Document : System Requirement Specification Document.

Title : Online Task Management System.

Objective :

- The Online Task Management System web application is intended to provide a suitable solution for Manager and Employees to creating, assigning, completing daily working tasks , and updating a status of task.
- The ability for manager is to create daily tasks, assigning tasks to employees, checking updates of task, updating task, deleting task, deleting employee etc.
- The ability for employee is to complete tasks which will assigned by manager and update task status to manager.

Scope :

- The Task Management System Provides an interface for both Manager and Employee in Industry to use to track daily tasks.
- Each User, Manager, and Employee have different user interfaces.
- The Manager interface will allow for entering/creating new task, editing previous tasks, deleting tasks and searching of tasks. The Manager will also allow creating or deleting Employees.
- The Employee interface will allow to search task which will assigned by Manager and also have action to update task status which have started/In-Progress/Completed.

Functional Requirements :

- **User Registration and Login : (UI01)**
 - The system will allow to register a new Employee.
 - The system will allow existing employee or manager to log-on their account.
 - The system will provide general help information.

➤ **Manager Interface : (UI02)**

- The system will allow to create new tasks.
- The system will allow to manage tasks.
- The system will allow to edit task.
- The system will allow to delete task.
- The system will allow to delete employee.

➤ **Create Task Interface : (UI02.1)**

- This create task contain one form which have parameter like select employee, description of task, starting date, end date and create button.
- This field create a task and assign to a existing employee.

➤ **Manage Task Interface : (UI02.2)**

- Manage task contain one form which have parameter like select employee, description of task, starting date and end date, and also there was two action methods available 1st was edit and 2nd was delete.
- The process of delete function is to delete the task.
- Edit action contain again one form to edit existing task.

➤ **Edit Interface : (UI02.2.1)**

- Edit interface contain again one form .
- This form have all parameters of create task form , but in this interface we can edit previous/existing tasks.

➤ **Employee Interface : (UI03)**

- The system gives information and define some rules for employee in dashboard field.
- The system contain again Update task Option.
- The system will allow Logout Employee.

➤ **Dashboard Information : (UI03.1)**

- Dashboard contain Information and rules for employees.

➤ **Update task Interface : (UI03.2)**

- Update task interface contain one form where employee can update their task working process which will starting , not working or completed etc.
- There will one update option available ,from this update option employee update their task working condition.

➤ **Employee Update Interface : (UI03.2.1)**

- In update interface update form available.
- There are 3 options available like starting, in progress, completed.
- Also there are 2 buttons available one is update and other back.
- From update button employee can update their task status.

Non-Functional Requirements :

➤ **Security :**

- Only Higher Manager will be able to see all employee records.
- One employee should not be able to modify other employee details.
- Employee will be able to modify their own personal details.
- Each employee will be able to access the system through his username and password process.

➤ **Reliability:**

- The system will backup task data, employee data, manager data on regular basis and keep system operational, continuous updates are maintained.

➤ **Availability :**

- Uptime : 24*7 available

➤ **Maintainability :**

- A Commercial database software will be used to maintain System data Persistence.
- A readymade Web Server will be installed to host Test Management System (Web Site) to management server capabilities.
- IT operations team will easily monitor and configure System using Administrative tools provided by Servers.

➤ **Portability :**

- PDA: Portable Device Application.
- System will provide portable User Interface (HTML, CSS, JS) through which users will be able to access the Task Management System.
- System can be deployed to server to any OS, Cloud (Azure or AWS or GCP)

➤ **Accessibility :**

- Only TMS Employee and Manager will be able to access the portal after authentication.
- Manager Representatives will be able to view daily, weekly, monthly, annual task data through customized dashboard.

➤ **Modularity :**

- System will designed and developed using reusable, independent or dependent on scenarios in the form of modules.
- These modules will be loosely coupled and highly cohesive. System will contain all the Details of Employee, Tasks, and Managers.

➤ **Scalability :**

- System assesses the highest workloads under which the system will still meet the performance requirements.
- There are two ways to enable your system scale as the workloads get higher:
- horizontal and vertical scaling. Horizontal scaling is provided by adding more machines to the pool of servers.
- Vertical scaling is achieved by adding more CPU and RAM to the existing machines.

➤ **Safety :**

- Task Management System portal will be secure from malicious attack, fishing.
- Employee Management System functionalities are protected from outside with proper firewall configuration.
- Employee Management System will be always kept updated with latest anti virus software.
- Employee data will be backed up periodically to ensure safety of data using incremental back up strategy.

Design :

- The system must be programming in Object Oriented language, in this case we will using c# (.net).
- The SQL database must be attached to the system.

Process :

➤ **Start up :**

- Three Options Manager / Employee / New Register.
- Employee & Manager is for login using id, password.
- New Registration Required All fields of Employee & Manager Table

➤ **Manager :**

- First enter into manager page using login option.
- Manager allow's to create tasks and assigns to existing employees.
- Manager also allows to generate deadline for task competitions using starting date and end date.
- Manager also allows to edit previous tasks.
- Manager also allows to delete certain tasks

➤ **Employee :**

- Employee first enter into Employee page using login option.
- Employee has Dashboard first option , in dashboard there was description about task management system and also gives some Rules for completing certain tasks.
- Again Employee have one more option Like Update task.
- In this Update tasks there are some data present which would be task give by manager to this employee.
- In this page employee have one option "update" to set the status of task.
- From this update option employee update the status of task like Not start/ in progress/ completed.
- and the last Employee have one more option Logout.

Benefits of Project :

- From this task management project communication between employee and manager will be reduces.
- So that purpose employee and manager have save their time for another work.
- Manager can create so many working task and assign directly to any employee by sitting in our own office.
- Employee can get their task on her process which will assign bay manager to him.
- and then employee start working on this and update their task working status simultaneously
- . Manager can get feedback directly on their port.
- From this above project the working process will get more connection between employee and manager.
- and also increase efficiency of working.

Purpose of Project :

- Increasing communication between employees & managers.
- Increasing Productivity.
- Reduces Complications between communications.
- Reduces meeting between employees & managers and meetings time.