Proposal for a Get Things Done Tool Project

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Table of Contents

[Introduction 1](#_Toc355560224)

[Statement of Problem 2](#_Toc355560225)

[Aims and objectives 2](#_Toc355560226)

[Risk 2](#_Toc355560227)

[Time plan 2](#_Toc355560228)

[References 2](#_Toc355560229)

# Introduction

This proposal seeks to establish a project for managing doing things in daily life. Previously, productivity consultant David Allen create GTD time-management methodology, which is short for Get Things Done, and use it to focus attention on taking action on tasks, instead of on recalling them. (Getting Things Done, 2013) This concept is widely spread and highly effective, therefore we will attempt to make an application using the same concept on Android platform.

The major themes arising from the literature on time management include the following:

1. Creating an environment conducive to effectiveness

2. Setting of priorities

3. Carrying out activity around those priorities

4. The related process of reduction of time spent on non-priorities

# Statement of Problem

There are many people finding ways to finish something on time and also remind themselves or other one to do it. They need a tool which is simple, fast and useful to help getting things done.

# Aims and objectives

Our project aims on create a GTD application to manage doing things.

* Create task which need to do for now or later
* Delete a task
* Mark a completed task
* Task reminding
* Display task by priority, time or groups
* Provide extra information to describe the task

(Allen, 2001)

# Risk

* Time is limited. So we would try to implement the most important function to avoid incompleteness.
* User Interface is a great challenge. Therefore we would take more similar application as example.
* Other complex function may be difficult. These functions would keep until we finish the others.
* Group member communication. Git would be used to manage our project.

# Time plan

* 04/May/2013: Start writing the proposal
* 06/May/2013: Finish UI prototype
* 07/May/2013: Finish architecture design
* 08/May/2013: Finish application UI implementation
* 10/May/2013: Finish application function implementation
* 11/May/2013: Application testing and bug fix
* 12/May/2013: Start writing the final report
* 13/May/2013: Presentation preparation
* 14/May/2013: Demonstration
* …
* 19/May/2013: Project files updated, approved and sent to ispace

# References

Allen, D. (2001). Getting Things Done: The Art of Stress-Free Productivity. In D. Allen, *Getting Things Done: The Art of Stress-Free Productivity.*

*Getting Things Done*. (2013, April 29). Retrieved from Wikipedia: http://en.wikipedia.org/wiki/Getting\_Things\_Done