TO-DO LIST SYSTEM WITH CALENDAR INTEGRATION

FOR

ICARUS SHIRTS (BONANZA ENTERPRISE)

A Thesis Project Presented to the
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MAINTENANCE DOCUMENTATION

INTRODUCTION

Purpose

The To-Do List System with Calendar Integration was developed for Icarus Shirts, a local business specializing in personalized dry-fit shirts and custom printing services. The purpose of the system is to provide the business owner with reliable tool for managing daily, weekly, monthly, and one-time tasks. By combining task management features with an integrated calendar, the system enables the user to keep track of production deadlines, customer orders, and important reminders more effectively. This ensures that tasks are completed on time, which contributes to smoother operations, higher productivity, and improved customer satisfaction.

While the system has been successfully designed, developed, and deployed, the long-term success of any software project does not end at deployment. Over time, systems may encounter issues such as minor bugs, data errors, or performance slowdowns due to extended use. Even offline and standalone applications require continuous attention to ensure they remain functional and reliable. This is where system maintenance plays a critical role. Maintenance ensures that the To-Do List System continues to perform its intended functions accurately, remains user-friendly, and adapts to any necessary changes in the client's working environment.

The importance of maintenance for this project lies in preserving the longevity and effectiveness of the system. For a business like Icarus Shirts, missing deadlines or mismanaging production schedules can result in delays, dissatisfied customers, and potential revenue loss. By maintaining the system properly, the client can prevent these risks, minimize downtime, and ensure that the system continues to support the smooth execution of business processes. Regular maintenance also helps in identifying potential problems early and addressing them before they escalate into major issues.

The scope of maintenance for the To-Do List System covers several aspects. First, it includes corrective maintenance, which involves fixing bugs and errors reported by the client. Second, it covers adaptive maintenance, which may be required if the system environment changes, such as an upgrade in the Windows operating system or a shift to

new hardware. Third, perfective maintenance may be performed to enhance system features or improve user experience, based on client feedback or observed usage patterns. Finally, preventive maintenance involves proactive measures such as performing regular database backups and monitoring system performance to reduce the likelihood of future issues.

This Maintenance Documentation outlines the strategies, procedures, and schedules necessary to ensure that the To-Do List remains a reliable tool for Icarus Shirts. It also defines the responsibilities of both the development team and the client in keeping the system functional over time. By adhering to this plan, the business can continue to rely on the system as a dependable solution for managing production tasks and meeting customer commitments.

MAINTENANCE PLAN

The overall maintenance strategy is to provide support for bug fixes and minor improvements as needed, while also ensuring data safety through backups. Updates will be delivered offline through replacement executables or database patches.

The types of maintenance included are:

- Corrective Maintenance: Fixing bugs and errors reported by the client.
- Adaptive Maintenance: Minor modifications if the client upgrades to a new Windows version or hardware.
- Perfective Maintenance: Small enhancements to improve usability, such as UI refinements or additional sorting options.
- Preventive Maintenance: Ensuring database backups and checking for potential errors to avoid data loss.

MAINTENANCE SCHEDULE

Task	**Description**	**Frequency**	**Responsible Person**	**Status**
Database Backup	Create a backup of the task database	Weekly	Client / Admin	Ongoing
Bug Fixes	Fix reported errors or issues	As needed	Development Team	Pending
System Performance Check	Monitor performance and check for errors	Quarterly	Development Team	Not Started
UI/Feature Improvements	Apply small optimizations based on feedback	As requested	Development Team	Optional

ISSUE TRACKING & BUG REPORTS

Bug ID	Description	Severity	Reported By	Status	Resolution
B001	Visual Glitch from Guna Labels	Moderate	Jason, Eugene	Resolved	The bug is most probably a computer problem.

BACKUP & RECOVERY PLAN

Backup Procedures

- Frequency: **Weekly manual backups** by the client.
- Storage: Backups will be stored on an **external drive or USB** to avoid loss in case of local disk corruption.

Recovery Steps

- Open the system and go to the system.
- Click Restore Data
- Locate and choose the most recent backup file and click ok.

PERFORMANCE MONITORING

Since the system runs offline on a local computer, performance monitoring will focus on responsiveness and data consistency.

Metric	**Description**	**Threshold**	**Monitoring Method**
Application Uptime	Percentage of time system runs well	90%	Manual observation
Response Time	Time to load tasks/calendar	< 5 seconds	Manual checks
Error Rate	Frequency of crashes/errors	< 10%	Manual Tests

SECURITY MEASURES

Since the system is offline, security measures are limited to local access control:

- Only authorized staff should use the computer running the system.
- The client should use a **Windows user account with a password** to protect access.
- The password and security question's answer are hashed.
- Task database backups should be stored securely.

CONCLUSION & RECOMMENDATIONS

The maintenance plan ensures that the To-Do List System remains functional, reliable, and useful for Icarus Shirts. While the system is simple and offline, periodic backups, bug fixes, and small improvements will ensure its long-term stability.

Recommendations:

- Perform weekly database backups without fail.
- Report bugs immediately for corrective action.
- Consider future enhancements if the business workflow changes