A PROPOSAL FOR TO–DO LIST SYSTEM
FOR
ICARUS SHIRTS

A Thesis Project Presented to the
Faculty of Datamex College of Saint Adeline, Inc.

In Partial Fulfillment of the Requirements for the
Degree of Bachelor of Science in Information Technology

By:
Gabriel, Mikaelle Angelo A.
Ferrer, Daryl Jake V.
Bernante, Jayson V.
Mendinueta, Jaslyn

PROJECT PROPOSAL

INTRODUCTION

The To-Do List System is a task management tool that allows users to add, manage, and track their daily tasks. It aims to help users stay organized and improve productivity by offering an easy-to-use interface for managing personal and professional to-do lists.

One of the key features of the system is its integrated calendar, which allows users to view tasks by specific dates, plan ahead, and manage their schedules more effectively. By combining a straightforward task management interface with a visual scheduling tool, the system provides a clear and accessible solution for anyone who needs to track activities and deadlines efficiently.

In today's fast-paced environment, task management has become a critical challenge for individuals and organizations alike. Many people find it difficult to balance multiple responsibilities, leading to missed deadlines, forgotten commitments, or reduced productivity.

This challenge is even more pronounced for small and medium-sized businesses, where day-to-day operations often involve multiple overlapping tasks that require coordination and timely execution. Companies that cannot manage their workflow effectively risk delays, decreased efficiency, and reduced customer satisfaction.

For Icarus Shirts, a local business specializing in personalized clothing and custom printing, these challenges are even more evident. The company often handles a large number of customer orders, especially during busy periods such as event seasons or promotional campaigns.

These high-demand periods can lead to difficulties in tracking order statuses, coordinating production, and ensuring that delivery timelines are met. Without a system for managing tasks, the risk of delayed production, errors, or miscommunication increases, which can negatively impact the company's reputation and customer trust.

To address these challenges, we propose the development of a To-Do List System with Calendar Integration specifically tailored to meet the needs of Icarus Shirts.

This system will serve as a platform for managing tasks across different aspects of the business, including order processing, production planning, and scheduling.

The system ensures that tasks can be easily created, updated, or removed as needed, while the calendar view provides a visual overview of upcoming deadlines and priorities. This integration allows the owner to have a clear snapshot of all ongoing and upcoming activities, enabling better planning and execution. “Having a written plan of action increases productivity … the act of planning activities through ‘to-do’ lists actually reduced executive burden on the brain by freeing the brain from having to worry about unfinished tasks.”

The primary goal of this project is to create a To-Do List System that will meet the needs of Icarus Shirts. Having all the work needed to be done in one system that tracks what are ongoing and finished whether it is an order, items need to be bought, etc. while being intuitive to use.

This level of organization aims to reduce the risk of oversight while allowing the user to plan tasks more effectively and allocate time wisely.

One of the main objectives of the system is for users to add, prioritize, and categorize tasks according to their level of urgency and importance.

This functionality ensures that high priority activities, such as fulfilling large orders or meeting tight deadlines, can be clearly identified and addressed first.

By having a structured way to organize tasks, the user can avoid confusion and ensure that no important step in the workflow is overlooked. The ability to categorize tasks also allows for a more organized workspace where routine operations, special projects, and urgent matters can all be managed separately but efficiently.

Another objective is to allow users to mark tasks as completed or to update and remove tasks as situations change. This ensures that the task list remains accurate and relevant, reflecting the actual progress in the company’s operations. By tracking completed activities, the system also provides a sense of achievement and progress, motivating the user to maintain consistent productivity.

Removing outdated or irrelevant tasks helps to clean up the interface, allowing the user to focus only on active and pending activities. The integration of a calendar view on the system is another objective. This allows the user to check deadlines for orders/tasks on a specific date. This will let the user know which tasks are urgent to edit their daily tasks.

With the calendar view, the user can anticipate busy days and schedule tasks more evenly for longer projects to avoid missed deadlines or incomplete deliveries.

Overall, this proposal aims to create a system that will enable you to be more productive and efficient with your time.

"Time is Gold" especially in business that is why it is important to have a tool/system where you can manage your tasks and time more efficiently. This proposal outlines the foundation for developing a reliable and user-friendly system that meets the needs of the client and sets the stage for potential future innovations.

CLIENT INFORMATION

Client Profile

Name of the client:

Icarus Shirts

Address: 52 General Pio Valenzuela, Caloocan, 1400 Kalakhang Maynila

Contact Information:

bonanza@icarusshirts.com

PH: (+63)917-5699008

Brief Information of the Client

Icarus Shirts is a business based in the Philippines, specializing in personalized dry-fit shirts. The company provides embroidery and dye sublimation printing services, offers optional logo printing and free name customization, and accommodates multiple payment options with controlled lead times for both domestic and foreign orders.

Icarus Shirts also makes other customized products that you can tailor such as Long sleeves, Warmfit, Corporate, Basketball Jerseys, Jackets, Pants and Shorts, Triathlon, Arm Sleeves, Patches, and Caps.

On their Facebook Page, they have a 94% recommended on their reviews with a total of 19 reviews and a 5 stars in Google Maps reviews with a total of 6 reviews.

PROJECT SCOPE

These section will entail the deliverables, Outcomes, Inclusion, Exclusions, Constraints, and Assumptions for the Project Scope:

Deliverables

- A fully functional desktop-based To-Do List application with a calendar integration feature.
- Core functionalities to create, update, and delete tasks
- A calendar view to visualize tasks and their schedules by day, week, or month.
- Task prioritization tools to help the user manage urgent and high-importance tasks effectively.
- Status tracking for tasks, indicating whether they are pending, in progress, or completed.
- Local data storage to keep all information secure and accessible without requiring an internet connection.

Outcomes

- Better management of tasks and orders through a system.
- Improved efficiency in managing time and workload.
- Enhanced productivity through clear task organization.
- Strengthened customer trust due to the timely completion and delivery of orders.

Inclusions

- Ability to create, update, and delete tasks.
- An integrated calendar view to visually display tasks and schedules.
- Features for task prioritization and status tracking.

Exclusions

- No support for multi-user functionality (single-user only).
- No advanced analytics or reporting dashboards.
- No cloud storage functionality.

- No integration with third-party platforms such as Google Calendar or Microsoft Outlook.

Constraints

- Time Constraint: The project must be completed within the planned four-month development timeline. Delays could affect the system's quality.
- Single-Device Use: The system will be designed for use on one personal device only.
- The hardware available at Icarus Shirts, such as existing computers, will define the performance and storage limits of the system.

Assumptions

- The client (Icarus Shirts) has basic knowledge of using digital tools for task management.
- The client will regularly use the system to manage business tasks such as orders, production, and deadlines.
- The data entered by the client is assumed to be accurate, updated, and reliable.

PROJECT APPROACH

Methodology

An **Agile framework SDLC** will be used for the project that would allow for flexible development and regular feedback from the client. The project would be divided into multiple phases/goals.

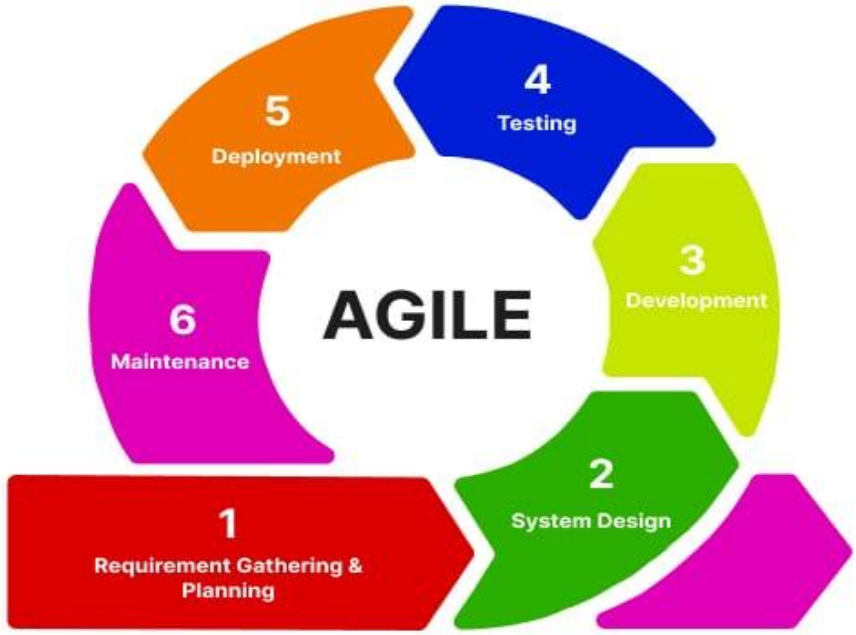

Figure 1: Agile Model

- **Requirement Gathering & Planning**: Research what is needed for the project, what software to use to develop, and other aspects to prepare for.
- **System Design**: The Data collected in the previous phase will be used for developing the system design. This includes the system user interface, system architecture, and the database structure.
- **Development**: This phase is the development of the system. This includes coding both the user interface and the necessary functions (create, edit, delete tasks, calendar integration, etc.), and creating the database.

- **Testing**: After every development of any features for the system, those features are tested to ensure its functionality, reliability, and usability. The whole system would be tested as well. This frequent testing helps to identify issues early, reduce risks of system failure, and ensuring that the system performs as expected.
- **Deployment**: In this phase, the fully functional system is deployed to the client's environment for actual use. Deployment also involves user training to ensure the client understands how to navigate and operate the system effectively.
- **Maintenance**: Once the system is deployed, the maintenance phase begins. This includes addressing any issues that arise during live use, implementing minor enhancements, and performing updates or fixes as needed.

Key activities and Milestones

- **Creation of System Design**: This will be the creation of the wireframe, database structure.
- **Prototype Simple To-do List System**: The system are able to do the basic Functionalities of creating, editing, and deleting tasks for the daily To-do list. Able to adjust the priority level of each task.
- **Integration of the Calendar**: The system can view the calendar and view tasks deadline on calendar layout.
- **Final testing:** The system is nearly finished with all the intended functionalities working. Final test to look for any bugs or any unintended results.

PROJECT TEAM

Project Leader: Mikaelle Angelo A. Gabriel

Skills: HTML, CSS, JavaScript, and Visual Basic.

- Has knowledge & experience of Front-End & Back-End Programming.
- Has past Experience of Managing Members as a Proxy

Front-End Developer: Daryl Jake Ferrer

Skills: HTML, CSS

- Can design UI/UX and interfaces of the system.

Back-End Developer: Jayson Bernante

Skills: HTML, CSS, JavaScript, and Visual Basic

- Knowledgeable in Object-Oriented Programming (OOP) principles
- Developed various web as part of academic and personal projects
- Hands-on experience with front-end design and interactive user interfaces

Data Gatherer: Jaslyn Mendinueta

Skills: Can prepare basic documentation and system flow

- Has some knowledge in UI/UX design and can assist in interface layout when needed

PROJECT TIMELINE

This will be the timeline of the creation of the project. This will be the guide and will be an indicator for the project manager if the system is behind schedule. It will also keep the project from not meeting its deadline.

Week	Milestone
1-2	Requirement Gathering, Planning, and Wire frame
3	Prototype To-do List
4-5	Development of the Daily To-do List and its functions
6-8	Development of the Calendar
9-11	Integration of Calendar & To-do List
12-14	Final testing and Deployment

PROJECT RESOURCES

Every project requires appropriate resources to ensure its successful development and implementation. This section outlines the hardware, software, and human resources necessary for the development and deployment of the To-Do List System with Calendar Integration for Icarus Shirts.

Hardware Requirements:

To ensure the system runs smoothly, the following hardware specifications are recommended:

- Office Computer/ Laptop
- CPU: either an Intel i3 10th Generation, Intel i5, or an AMD alternative of the two (Ryzen 3 or 5)
- RAM: at least 4GB of RAM
- Storage: Hard disk or SSD with 200 MB free or 50 GB w/ System files

Software Requirements:

The Project will require the following software components:

- Operating System: Windows 10 or Windows 11 for compatibility and scalability.
- Development Environment: Visual Basic 2010
- Database Management: SQL Server Management Studio (SSMS)

RISK MANAGEMENT

Risks are always a part of daily life and most especially on projects. Every decision comes with a risk however, successful projects usually have a way to deal with those risks. This section will tackle risks of the project and the solutions.

Risk	Description	Solution	Priority
Data loss	Risk of losing task and calendar data due to hardware failure or user error.	Implement regular manual backups and educate the user on safe data management practices.	Mid
Tasks not really deleted	Users may think tasks are gone but they are actually moved to Trash	Use Trash system instead of permanent delete	Low
Post-Deployment Bugs	Undetected bugs or glitches appear after system rollout	Perform thorough testing before deployment and maintain a support channel for bug reporting and quick fixes.	High
Data Privacy Concerns	Sensitive order details may be accessed by unauthorized individuals.	Create password protection on the system and device and provide guidelines for securing local data.	Mid
User Resistance	The client may be reluctant to adopt the system or revert to manual tracking methods.	Offer simple tutorials, easy-to-understand manuals, and early onboarding support.	Low
Poor Task Data Management	Inconsistent or inaccurate data entry by the user undermines system reliability.	Provide clear data entry instructions and add validation for inputs where possible.	Mid

COMMUNICATION PLAN

Communication is a key part of creating a successful system/project which is why it is important to create a plan on how to communicate with your team members. This section will discuss the frequency of the meeting and the content of those meetings.

Communication with the Team

Communication is an essential part of developing a system as a team, which is why maintaining frequent communication among members is important. The team will conduct meetings three times a week to discuss progress, assign tasks, and address any issues. For the remaining days, communication will be done online through messaging platforms to ensure continuous collaboration and updates.

Meetings will be held on Monday and Wednesday to provide progress updates, while Friday will be dedicated to presenting a final weekly report and testing the system. This ensures that slow progress can be identified early and addressed promptly.

The content of those meetings will include the progress of each member's task, the challenges that each members took, the counter-measures to make, the next tasks to be done, issues to address, etc. This will give the members more sense of security and resolve issues that can't be resolved by one team member only.

PROJECT GOVERNANCE

Name	Role	Responsibilities
Gabriel, Mikaelle Angelo A.	Project Manager / Team Lead	The Project Manager is responsible for overseeing the entire project, managing the schedule, coordinating team activities, and ensuring the project stays on track. They will facilitate team meetings, handles the documentation, handle communication with stakeholders, and make final decisions regarding scope, timelines, and resources.
Bernante, Jayson V.	Lead Developer	The Lead Developer is responsible for building the core functionality of the system using Visual Basic 2010. This includes writing the application logic, integrating front-end and back-end components, and ensuring that the system operates smoothly and efficiently.
Ferrer, Daryl Jake	Database & UI Designer	The Database and UI Designer is responsible for designing and implementing the SQL Server database, including creating tables, managing data relationships, and ensuring data integrity. They are also in charge of developing the user interface, incorporating modern design elements using Guna UI Framework, and ensuring a user-friendly experience.

Mendinueta, Jaslyn	Tester & Documentation	Responsible for testing all features of the system to identify and report bugs, ensuring that the system functions as expected. They are also in charge of preparing user manuals, and supporting data analysis tasks when needed.