Rivendell Tech

Scope and Vision document

FlowState tracker

11 Mar 2025

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1. Introduction

This is the Scope and Vision document of the FlowState tracker project. Like any other Scope and Vision document, this document will cover problem and vision statement including project background, list of users, stakeholders, candidate risks, assumptions & constraints, and project scope. In addition, the document will also cover the part of development team introduction.

2. Development team

2.1. The internal development team structure

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                    Darina Ozgun
                    Project manager

Mr. Gandalf
Business analyst,
Technical writer
                              Bilbo Baggins
                              Dev Tem lead,           Ms. Eowyn
                              Backend developer,      QA Team lead       Ms. Galadriel
        Mr. Gimli             System/DB architect                       UI/UX designer
        DevOps engineer
                                                      Samwise Gamgee
                                                      QA engineer
                              Frodo Baggins
                              Frontend developer
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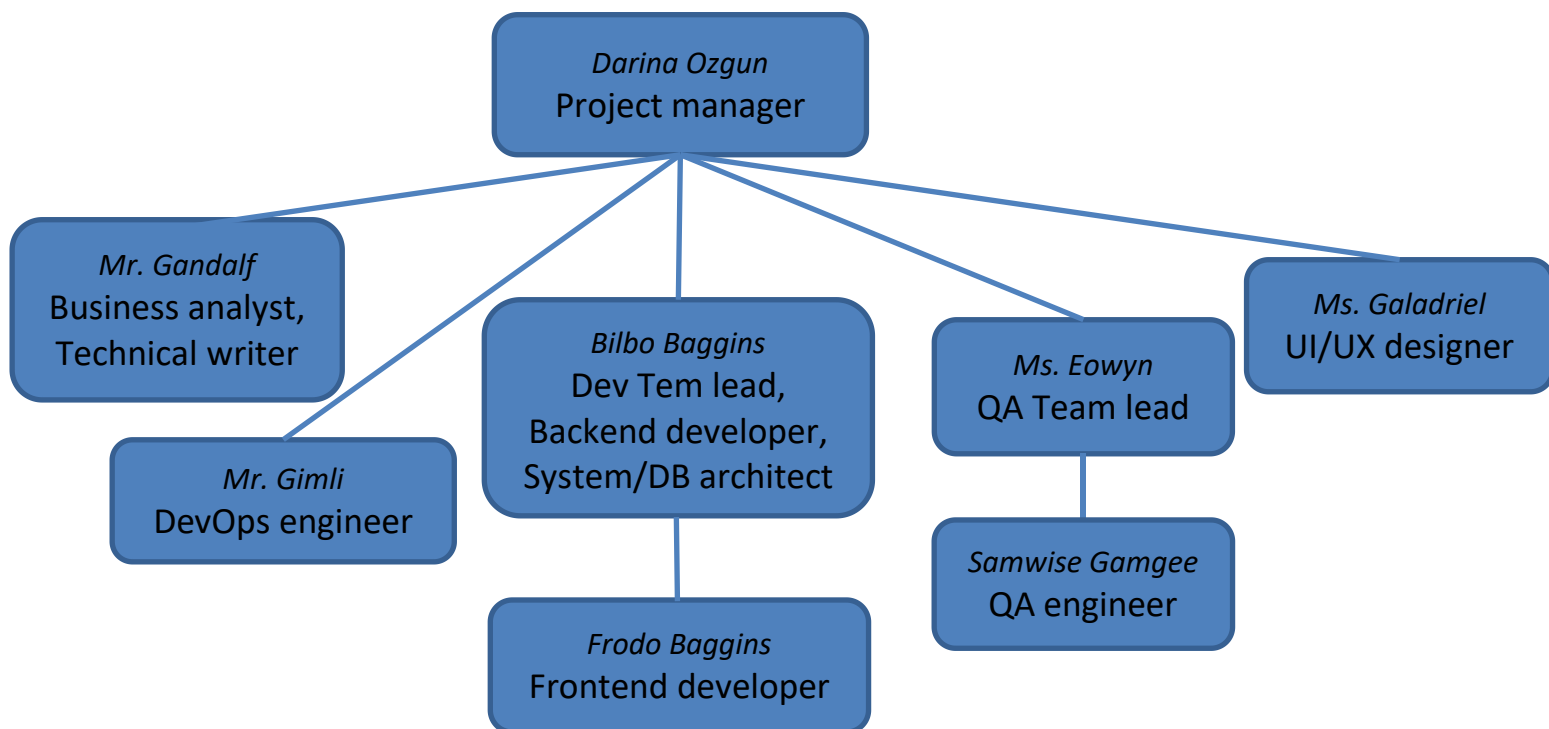
2.2. Team members' roles and contacts

Name	Contacts	Project roles
Mr. Gandalf	Mr. Gandalf's *skype, slack, etc.*	Business analyst, Technical writer
Mr. Gimli	Mr. Gimli's *skype, slack, etc.*	DevOps engineer
Ms. Galadriel	Ms. Galadriel's *skype, slack, etc.*	UI/UX designer
Frodo Baggins	Frodo Baggins's *skype, slack, etc.*	Frontend developer
Bilbo Baggins	Bilbo Baggins's *skype, slack, etc.*	Dev Team lead, Backend developer, System/DB architect
Ms. Eowyn	Ms. Eowyn's *skype, slack, etc.*	QA Team lead, Senior manual QA engineer
Samwise Gamgee	Samwise Gamgee's *skype, slack, etc.*	Junior manual QA engineer
Darina Ozgun	*Telegram:* @Darina_Ozgun *Skype:* kuzja_sergeevna	Project manager

3. Problem statement

It's important to carry out planning properly while starting any new project in every aspect of our life. Manually keeping track of projects is a crucial but time-consuming task that can add work for team members and managers alike. A task tracker is an intelligent version of a to-do list that can help manage tasks and assignments. Team members can use task trackers individually or together as a team. These tools allow team members to list their essential projects, prioritize them, and mark as done when the tasks are complete.

4. Project background

There are plenty of task trackers on the market currently. It's possible to buy ready for using product. But our client's company is not complicated. Processes are quite clear. That's why there was a decision to make a new task tracker with features which are actual for our client's company needs.

5. Key users

1. Administrative Staff
2. Teams
3. Management

6. Stakeholders

Name	Company, position	Impact on the project
Mr. Aragorn	"Gondor LLC", Client's Chief Executive Officer (CEO)	Start, pause or stop the work. Resolution of critical issues.
Mr. Eomer	"Gondor LLC", Client's Chief Operating Officer (COO)	Verification of the final product's compliance with the technical specification. Requirements clarifications.
Mr. Legolas	"Gondor LLC", Client's Chief Technology Officer (CTO)	Consultations during the preparation of the technical specification, verification of the final product's compliance with the technical specification. Requirements clarifications.
Barliman Butterbur	"Gondor LLC", Client's Chief Financial Officer (CFO)	Solving financial matters.
Mr. Haldir	"Revendell Tech", Our company Audit project manager	Checking health of the project, consultations if needed.
Mr. Celeborn	"Gondor LLC", Client's release manager	Prioritization and scheduling. Requirements clarifications regarding release schedules and technical specifications.

7. Risks

1. Potential scalability challenges with increasing number of users, tasks, and data without performance degradation.
2. Complexity during integration with other systems, APIs, and tools used by the client's organization.
3. Protecting challenges with sensitive user and task data from unauthorized access, breaches, and compliance issues.
4. Possible technical debt due to rapid development.
5. Extra time to learn unfamiliar tools or techniques.
6. Possible team burnout due to aggressive project schedule.
7. Unforeseen compatibility issues between chosen technologies and required features.
8. Extra time for searching and on-boarding new member of the team in case any of the member's dismissal or inability to continue working.
9. Going over the budget (The budget: 60 000 $) due to possible increasing the number of features.

10. Tight project timeline for a feature-rich product.

8. Assumptions and Constraints

8.1. Assumptions

1. The chosen technology stack is sufficient to implement all required features.
2. The application will be developed as a web-based application, accessible through desktop and mobile web browsers.
3. The application will provide a RESTful API
4. The application will implement a secure authentication and authorization mechanism, allowing users to sign in with their credentials and granting them appropriate access privileges based on their roles.
5. The server infrastructure will be able to handle the expected load.
6. Stakeholders will provide feedback within 1 business day upon inquiry.
7. The project will be financed as planned and investors will be interested in supporting it.

8.2. Constraints

1. The application must be completed by 31 Aug 2025.
2. The project budget is limited and cannot be increased without investor approval.
3. The team size is fixed and cannot be increased in short term.
4. The user interface will be responsive.
5. The backend of the application will utilize a relational database.
6. The application's localization will be limited to Russian and English language versions.
7. The application will support screen resolutions within the range of 1280x720 pixels (minimum) to 1920x1080 pixels (maximum).

9. Vision of solution

9.1. Vision statement

The envisioned solution is a web application that simplifies the process of managing tasks, offering an intuitive and collaborative platform that empowers individuals and teams to enhance their productivity, streamline workflows, and achieve their goals with greater ease and efficiency. The application will be designed to handle the specific needs of Client's company staff with potential scalability for future expansion. The scope also includes user training, support and regular updates to enhance functionality.

9.2. Scope

The FlowState tracker will include the following key features:
1. Project creation and management. Allows users to create, edit, and manage projects with essential details.
2. Task creation and assignment. Enables users to create tasks, assign them to employees, and track progress.
3. Employee management. Provides functionality to create, edit, and manage employee records.
4. Task status tracking. Implements status tracking for tasks (e.g., Not Started, In Progress, Completed).

5. Detailed task information. Captures and displays detailed information for each task (e.g., work hours, start/end dates).
6. Project and task listing. Provides clear and organized lists of projects and tasks.
7. Web-based interface. Offers a user-friendly web interface accessible from desktop browsers.
8. Relational database backend. Utilizes a robust relational database for data storage and management.
9. Data validation and integrity. Implements data validation and integrity checks to ensure data accuracy.
10. User role and permission management. Functionality to control user access.

9.3. Features list

1. Project and user management
    1.1. Create and edit projects.
    1.2. Manage employee information.
    1.3. Assign employees to projects and tasks.
2. Task management
    2.1. Create and edit tasks with detailed information.
    2.2. Set task deadlines.
    2.3. Task dependency linking (e.g., "blocks," "relates to")
    2.4. Ability to add multiple assignees to a task.
    2.5. Search and filter tasks.
    2.6. View task history.
3. Progress tracking
    3.1. Visualize task progress.
    3.2. Track time spent on tasks.
4. Communication and notifications
    4.1. Notifications about task assignments and status changes.
    4.2. Task comments.
    4.3. Internal messaging between employees.
5. Access control
    5.1. Access control for projects and tasks.
    5.2. User authentication and authorization.
6. Reporting and analytics
    6.1. Reports on projects and employees.
    6.2. Analytics on employee workload.
    6.3. Data export in various formats.
7. Search and filtering
    7.1. Advanced search for projects, tasks, and employees.
    7.2. Task filtering by various criteria.

9.4. Out-of-scope features

1. Timeline function (Gantt chart visualization)
2. Critical path analysis
3. Budgeting and cost management
    3.1. Project budget tracking.
    3.2. Cost estimation and analysis.
    3.3. Financial reporting.

4. Resource leveling
5. Issue tracking and resolution
6. Mobile application
7. Offline access
8. AI-powered fatures