**Business Requirements Document**

*Mobile app for task management*

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*Version control:*

| Version | Date | Overview of changes |
| --- | --- | --- |
| v0.1 | 15/07/2023 | Initial Draft |
| v0.2 | 26/07/2023 | Final Draft |
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# Executive Summary

The Business Requirements Document (BRD) outlines the development of a mobile application for task management, designed to enhance individual and team productivity. The app's primary goal is to provide users with an intuitive platform to create, organize, and track tasks effectively. It targets both iOS and Android users, ensuring widespread accessibility.

The scope of the project includes five high-level functional requirements that serve as the foundation for the app's development. These requirements encompass user registration and authentication, task creation and organization, task tracking and progress, notifications and reminders, and collaboration and team management.

To meet user expectations, the app will prioritize an engaging user interface and a seamless user experience. The user interface will be designed with user input, and the app's flow will be optimized for efficient task management.

While adhering to a fixed budget, the project will maintain a strong focus on data security and privacy, ensuring users' information remains protected. The app's data synchronization will be rigorously tested to avoid inconsistencies across devices.

Regular communication and collaboration among stakeholders will play a pivotal role in the project's success. Frequent meetings, including the kickoff, design workshop, requirements review, and project status update meetings, will ensure a shared understanding of project progress and requirements.

The project team has identified assumptions, constraints, and dependencies that will guide decision-making throughout development. Each requirement has been expanded to include two testable child requirements, refining the app's functionalities.

The success of the task management app lies in its ability to fulfill the needs of a diverse user base, ranging from individuals to collaborative teams. By incorporating the outlined requirements and adhering to the defined project plan, we aim to deliver an efficient and user-friendly mobile app that transforms how users manage their tasks and achieve their goals.

In conclusion, this BRD provides a comprehensive roadmap for the development of the task management app, with a focus on functionality, usability, and data security. Stakeholders are encouraged to review the detailed sections for a deeper understanding of the project's scope, requirements, and implementation strategies.

# Overview

The project aims to develop a user-friendly mobile application for task management, empowering individuals, and teams to efficiently organize their daily tasks and increase productivity. The mobile app will be compatible with both iOS and Android devices, offering a seamless experience for a broad user base. By providing intuitive task creation, organization, and tracking features, the app seeks to simplify the complexities of modern life and work, ensuring users stay on top of their responsibilities and priorities.

The task management app will cater to various user groups, including professionals, students, and busy individuals, enabling them to easily create, categorize, and prioritize tasks with due dates and reminders. It will also foster collaboration among team members, allowing them to share tasks and updates, thereby enhancing teamwork and project management efficiency.

With a focus on user experience and a clean, user-friendly interface, the app aims to promote seamless adoption and high user engagement. By incorporating essential security measures, data protection, and offline functionality, the app will ensure users' information remains safeguarded while enabling them to manage their tasks even in low-connectivity environments.

Through this project, we aim to revolutionize task management, simplifying the way people organize and accomplish their goals while enhancing productivity and reducing stress in their personal and professional lives.

# Project Scope

The task management mobile app project encompasses a set of high-level requirements that will drive its development. The scope outlines the core functionalities and features that the app will include, providing a solid foundation for the development team. Please note that these requirements are subject to refinement during the project's planning and execution phases.

1. **User Account Creation:**
   * Users can register and create individual accounts or team accounts.
   * User authentication and secure login processes will be implemented.
2. **Task Creation and Organization:**
   * Users can create new tasks and assign titles, descriptions, and due dates.
   * Tasks can be categorized into projects or labeled for better organization.
   * Users can set priority levels to indicate task importance.
3. **Task Tracking and Progress:**
   * The app will display an overview of tasks, including their statuses and due dates.
   * Users can mark tasks as complete or in progress to track their progress.
4. **Notifications and Reminders:**
   * Users will receive timely notifications and reminders for upcoming and overdue tasks.
   * Reminders can be customized based on user preferences.
5. **Collaboration and Team Management:**
   * Team account owners can invite members and assign tasks to specific team members.
   * Team members can view and update tasks assigned to them.
6. **Task Sharing and Syncing:**
   * Users can share individual tasks or entire projects with other app users.
   * Changes made to shared tasks will sync across all shared users.
7. **User Interface and Design:**
   * The app will have an intuitive and user-friendly interface.
   * Design elements will follow modern UX/UI principles for a pleasant user experience.
8. **Offline Functionality:**
   * The app will allow users to view and edit tasks even without an internet connection.
   * Changes made offline will sync once the user regains internet access.
9. **Data Security and Privacy:**
   * User data will be securely stored and encrypted to protect user privacy.
   * The app will comply with relevant data protection regulations.
10. **Performance and Scalability:**
    * The app will be optimized for performance and responsiveness across various devices.
    * It should accommodate potential growth in the user base.
11. **Testing and Quality Assurance:**
    * Comprehensive testing will be conducted to identify and address bugs and issues.
    * The app will undergo thorough quality assurance to ensure a stable and reliable product.
12. **Supported Platforms:**
    * The mobile app will be developed for both iOS and Android platforms.

The above high-level requirements will serve as the baseline for the project's development, guiding the team throughout the entire app development lifecycle. As the project progresses, more detailed specifications and additional functionalities may be added to further enrich the app's capabilities.

# In Scope

1. **User Registration and Authentication:**
   * The system shall allow users to register for individual or team accounts with unique credentials.
   * The system shall authenticate users through secure login processes to ensure data privacy.
2. **Task Creation and Organization:**
   * Users shall be able to create new tasks with titles, descriptions, and due dates.
   * Users shall have the ability to categorize tasks into projects or apply labels for effective organization.
3. **Task Tracking and Progress:**
   * The system shall display an overview of tasks, including their statuses and due dates.
   * Users shall be able to mark tasks as complete or in progress to track their progress.
4. **Notifications and Reminders:**
   * The system shall send timely notifications and reminders for upcoming and overdue tasks.
   * Users shall have the option to customize notification settings based on their preferences.
5. **Collaboration and Team Management:**
   * Team account owners shall be able to invite members and assign tasks to specific team members.
   * Team members shall be able to view and update tasks assigned to them, fostering effective collaboration.

These requirements outline the core functionalities and features that will be included in the task management mobile app. They form the foundation for the project and will guide the development team throughout the app development process.

# Out of Scope

1. **Financial Transactions and Payment Processing:**
   * The app shall not handle financial transactions or payment processing.
   * It will not have features for processing payments or managing financial transactions related to tasks or projects.
2. **Integration with Third-Party Productivity Tools:**
   * The app shall not integrate with third-party productivity tools or other task management platforms.
   * It will not provide direct synchronization with external applications like calendar apps or project management software.

These requirements are beyond the intended scope of the task management app project and fall outside of the primary objectives. Including them would significantly increase the complexity and scope of the project, potentially leading to delays and challenges that are not feasible within the project's constraints.

# Risks

| Risk | Consequence | Probability | Impact | Mitigation Strategy |
| --- | --- | --- | --- | --- |
| Data Breach | Unauthorized access to user data | Moderate | High | Implement strong encryption and security measures. Regularly conduct security audits and penetration testing. |
| Lack of User Adoption | Low user engagement and usage of the app | High | |  |  | | --- | --- | | Moderate |  | | Conduct user research and usability testing during development. Implement user-friendly design and intuitive features. |
| Technical Compatibility Issues | Incompatibility with certain device versions | Low-Moderate | Moderate | Thoroughly test the app on various devices and operating system versions. Implement backward compatibility where possible. |

# Issues

| Issue | Consequence | Impact | Date |
| --- | --- | --- | --- |
| Server Downtime | App unavailability and loss of functionality | High | 2023-06-10 |
| Data Synchronization Failure | Inconsistent task updates across devices | Moderate | 2023-07-28 |

# Stakeholder Analysis

| Name | Role | Comments | Interest | Influence |
| --- | --- | --- | --- | --- |
| Ankit Sharma | Project Manager | Oversees the app development process | High | High |
| Sri Venkatesh | Lead Developer | Leads the technical implementation | High | High |
| Ayush Gupta | Marketing Manager | Responsible for app promotion and marketing | Medium | Medium |
| Nishit | User Experience Designer | Designs the app's user interface | Low | Medium |
| Raghu | Quality Assurance Analyst | Conducts app testing and identifies issues | Low | Low |

A screenshot of a computer screen

Description automatically generated

# Requirements Plan

| Agenda | Attendees | Meeting type | Duration | Date & Time |
| --- | --- | --- | --- | --- |
| Initial Project Kickoff Meeting | Ankit Sharma (Project Manager), Sri Venkatesh (Lead Developer), Ayush Gupta (Marketing Manager), Nishit (User Experience Designer), Raghu (QA Analyst) | Kickoff meeting | 1 hour | 25, June 2023, 11:00 AM |
| User Experience Design Workshop | Ankit Sharma (Project Manager), Ayush Gupta (Marketing Manager), Nishit (User Experience Designer) | Design Workshop | 2 hour | 28, June 2023, 11:30 AM |
| Requirements Review with Lead Developer | Ankit Sharma (Project Manager), Sri Venkatesh (Lead Developer) | Requirements Review | 1.5 hour | 03, July 2023, 10:00 AM |
| QA Test Plan Discussion | Ankit Sharma (Project Manager), Raghu (QA Analyst) | Test Plan Discussion | 1 hour | 07, July 2023, 12:00 PM |
| Project Status Update Meeting | Ankit Sharma (Project Manager), Sri Venkatesh (Lead Developer), Ayush Gupta (Marketing Manager), Nishit (User Experience Designer), Raghu (QA Analyst) | Project Status Update | 1.5 hour | 11, July 2023, 11:00 AM |

# Assumptions/Constraints/Dependencies

# Assumptions

1. The target users of the task management app are familiar with basic smartphone operations and have access to internet connectivity on their devices.
2. The development team possesses the necessary technical expertise and resources to implement the required features within the project timeline.

# Constraints

1. The total budget allocated for the app development project is fixed and cannot be exceeded.
2. The app's development must comply with the security and data privacy regulations in the target market, which may impact certain design choices.

# Dependencies

1. The availability of third-party APIs for cloud storage and notifications will impact the integration of those features within the app.
2. The completion of the user interface design and wireframing is necessary before the development team can proceed with coding and implementation.

# Requirements

**1. User Registration and Authentication:**

1.1. Child Requirement: The app shall provide a user registration form with fields for name, email, and password.

1.2. Child Requirement: The app shall validate user email addresses to ensure they are in the correct format.

**2. Task Creation and Organization:**

2.1. Child Requirement: The app shall allow users to add task descriptions with a maximum limit of 200 characters.

2.2. Child Requirement: The app shall support attaching files (images, documents) to tasks for reference.

**3. Task Tracking and Progress:**

3.1. Child Requirement: The app shall display a visual progress bar for each task to show the completion status.

3.2. Child Requirement: The app shall enable users to filter tasks based on completion status (completed, in progress, pending).

**4. Notifications and Reminders:**

4.1. Child Requirement: The app shall send push notifications to users for upcoming tasks 24 hours before the due date.

4.2. Child Requirement: The app shall allow users to customize notification preferences for different task categories.

**5. Collaboration and Team Management:**

5.1. Child Requirement: The app shall enable team members to comment on tasks to provide updates or feedback.

5.2. Child Requirement: The app shall support task assignment to multiple team members for collaborative projects.