

Scope of Works

'TaskMeNow'

Introduction:

This app (Task Me Now) is a task collating, assigning and tracking app.

Functions:

- Any *User* in the group can create a new task.
- At time of creation, the task is allocated a priority level - for example, 1 - high, 2 - medium, 3 - low, 4 - completed.
- The app will record who created the task with time and date created.
- The creator of the task can include a photo at time of task creation or can add it later.
- The creator of the task can assign the task to another user in the *User* group.
- Notes can be added to the task, for example progress notes. The app will record who made the respective note.
- The app needs to have full audit capabilities, ie. records all processes and this audit log can be searched/viewed by *Users* with respective privileges.
- Generate a list view for *Users* of their allocated tasks with filter capabilities/sort order. For example, *Users* might like to see a list of completed tasks, or a list of only high priority tasks, or sorted by time of task, or tasks created or tasks in a specific group they are a member of etc...
- When a new task is allocated to a *User*, the respective

User will receive a pop-up alert to their device or desktop (when the *User* next logs into their account).

Privileges:

- The application allows for several workgroups which may have sub-groups, or even sub-sub-groups.
- *Users* become 'members' of workgroups.
- A *User* might be a member of several groups.
- A *User* can't see/access groups they are not a member of.
- *Users* who are a member of a group can see all members of the same group.
- There will be differing privileges levels assigned to *Users*.

Privilege Levels:

Manager

- Can add new *Users* to any group
- Can view any audit logs
- Can change any *Users* group membership
- Can view any *Users* task list

Supervisor

- Can view *Users* task lists within their group
- Can reassign tasks between *Users* within their group
- Can view audit logs of *Users* within their group

User

- Create new tasks
- Reassign tasks
- Can only view their task list

Nice to have, but not necessary in first iteration.

1. User profile

- picture/avatar
- name
- position
- lists group membership/s
- privilege level (manager, supervisor, user, etc...)
- Print tasks, which includes all notes/comments.

2. Print Tasks

- Includes all notes/comments

3. IOS and Android platforms

4. Tracks actual time spent on a task (as recorded by *User*)

5. User tagging in tasks/comments, @[username] in comments to alert another user for attention/input

Example of group hierarchy

Company Level ([company name] Group)

Department Level (Operations Group, Cleaning Group, Gardening Group, etc..)

Example of privilege hierarchy

General Manager - Manager privilege

Department Managers

- Operations Manager - Manager privilege
 1. Operations Staff - User privilege
- Cleaning Manager - Manager privilege
 1. Cleaners - User privilege

Security

All users will need to log into the app with a user name and password. Once the app is installed on their device this is only required once at first login.

Other thoughts.....

- Maybe the audit log entries specific to particular tasks could be recorded within the bottom of the notes/ comments section of the task. Maybe a toggle box to turn displaying it on or off. Maybe this toggle box is only available to Supervisors and Managers when viewing tasks, this way Users can't see the audit history as it will be permanently off.
- Can users also log into the app via a desktop to view/ manage their tasks, especially supervisors who might need to oversee and manage multiple users within their group.
- Maybe to allow collaboration, multiple users could be allocated to a task.