# Functional Requirements Document (Final)

## Functional Requirements

**User Roles and Permissions**

Admin Role –

* Can Create, edit and delete user accounts (No sign-up is required as this is a closed system)
* Manage user roles and permissions

Manager/Supervisor Role –

* Can view all projects and sort by the due date.
* Assign tasks/projects to users and track the ongoing progress.
* Separate manager view with a dashboard summarizing project statuses with filters included for urgency and due dates.
* **View a single log per project that consolidates all task updates in date order, providing an overall picture without needing to click through individual tasks.**

User Role –

* Create and update assigned tasks.
* View personal tasks and track progress.

**Task/Project management**

* Users can create tasks, set due dates and assign them to individuals or teams.
* Tasks can not be deleted but can be updated to ensure accurate auditing.
* Supervisors can view and manage all tasks and assignments.

**Notifications**

* Automatic email notifications for task assignment, task updates and overdue tasks.

**Reporting/Data exportation**

* Supervisors can **export** project data in CSV or PDF format.
* There will be a search system for tasks based upon keywords, due dates or assigned users.

**Access Control**

* Supervisors can configure task visibility and provide only assigned users to be able to view the task or for it to be viewable by all users.
* The system will use OpenAuth for secure authentication and compatibility with the existing systems in use by the client.
* Data will be stored locally to ensure data availability.

### Non-Functional Requirements

**UI Design**

* The UI design will be minimalistic to allow for ease of use by users.
* There will be a dark mode/high contrast mode to provide better viewability.

**Security & Data integrity**

* There will be strict access control measures in place to prevent unauthorized access.
* No deletions are allowed, ensuring storability of data.
* Security roles will be separated for Admins, supervisors and users.

**Performance & Compatibility**

* The system should be optimized for use on laptops and should use a responsive web design.
* The system dashboards should be optimized and not take a long time to load.

**Notifications**

* Email notifications should be timely and sent at appropriate times (work hours) to avoid spam.