Vision Statement

Our Task Management Application provides managers a powerful and intuitive tool for managing the tasks of their employees. The application will allow managers to create, organize, and prioritize tasks in a way that helps employees stay on top of their workload, leading to increased productivity within teams. The Application allows a manager to enter tasks and receive an offer for the priority of those tasks. The manager can then review and adjust the offer before sending it to the employee. The application will also have an option for employees to add tasks for themselves. This will allow employees to take ownership of their work and manage their own tasks and achieve their goals. To help managers stay on top of their employees' progress, the application will also have a feature that requires employees to update their progress on a daily basis. This will provide managers with information about the progress of their employees, and help ensure that tasks are being completed on time.

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Requirement Document

Introduction

The Task Management Application is a tool for employees and managers to effectively prioritize and track their tasks, leading to increased productivity and collaboration within teams. The application will allow managers to assign tasks to employees and offer a priority for each task. Employees will be able to view their assigned tasks and update their progress on a daily basis.

Objectives

- Allow managers to assign tasks to employees and offer a priority for each task.
- Enable employees to view their assigned tasks and update their progress on a daily basis.
- Provide a user-friendly interface for employees and managers to interact with the application.
- Increase productivity and collaboration within teams.

Requirements

Functionality

- The application must allow managers to assign tasks to employees and offer a priority for each task.
- The application must allow employees to view their assigned tasks and update their progress on a daily basis.
- The application must allow managers to view and monitor the progress of tasks assigned to employees.
- The application must provide a user-friendly interface for employees and managers to interact with the application.

Technical

- The application must be built using modern web technologies such as HTML, CSS, and JavaScript.
- The application must be responsive and accessible on both desktop and mobile devices.
- The application must be secure, with proper authentication and authorization implemented to prevent unauthorized access to sensitive information.

Conclusion

The Task Management Application will provide a powerful and user-friendly tool for employees and managers to effectively prioritize and track their tasks, leading to increased productivity and collaboration within teams. By allowing managers to assign tasks and offer priorities, and enabling employees to view and update their progress on a daily basis, the application has the potential to improve the overall productivity and success of organizations.

Functional Requirements:

Managers should be able to create and assign tasks to employees
Managers should be able to specify criteria for prioritizing tasks, such as deadline, importance, and complexity
The application should automatically prioritize tasks based on the criteria specified by the manager
Employees should be able to view and update their assigned tasks, including adding sub-tasks for their own organization
Employees should be required to provide daily updates on their progress, including the amount of work completed and any obstacles encountered
The application should provide a clear and user-friendly interface for both managers and employees

Non-Functional Requirements:

The application should be accessible from any device with an internet connection
The application should be secure, with user authentication and data encryption to protect sensitive information
The application should be scalable to accommodate a large number of users and tasks
The application should be reliable, with minimal downtime and robust error handling

User Stories:

As a manager, I want to be able to create and assign tasks to my employees, so that I can manage their workload and ensure that important tasks are completed on time
As a manager, I want to be able to specify criteria for prioritizing tasks, so that I can prioritize tasks based on my own priorities and priorities of my employees
As an employee, I want to be able to view and update my assigned tasks, so that I can stay organized and on track with my work
As an employee, I want to be able to add sub-tasks for my own organization, so that I can break down complex tasks into manageable chunks
As an employee, I want to be required to provide daily updates on my progress, so that my manager can track my progress and provide support if needed

Software Requirements Specification (SRS) for Task Prioritization and Management Application

Introduction

1.1. Purpose

The purpose of this document is to specify the requirements for the Task Prioritization and Management Application, which will assist managers in organizing and prioritizing their tasks.

1.2. Scope

The scope of this application includes the ability for managers to create and assign tasks to employees, specify criteria for prioritizing tasks, and automatically prioritize tasks based on the specified criteria. Employees will be able to view and update their assigned tasks, as well as add sub-tasks for their own organization. Additionally, employees will be required to provide daily updates on their progress.

1.3. Definitions, acronyms, and abbreviations

SRS: Software Requirements Specification
UI: User interface

1.4. References

None

1.5. Overview

The Task Prioritization and Management Application will provide a user-friendly interface for both managers and employees. Managers will be able to create and assign tasks to their employees, and will be able to specify criteria for prioritizing tasks. The application will automatically prioritize tasks based on the specified criteria, and will allow employees to view and update their assigned tasks. Employees will also be able to add sub-tasks for their own organization, and will be required to provide daily updates on their progress.

Overall Description

2.1. Product perspective

The Task Prioritization and Management Application will be accessible from any device with an internet connection. It will be secure, with user authentication and data encryption to protect sensitive information. The application will be scalable to accommodate a large number of users and tasks, and will be reliable with minimal downtime and robust error handling.

2.2. Product functions

Managers will be able to create and assign tasks to employees
Managers will be able to specify criteria for prioritizing tasks
The application will automatically prioritize tasks based on the specified criteria
Employees will be able to view and update their assigned tasks, including adding sub-tasks for their own organization
Employees will be required to provide daily updates on their progress

The application will provide a user-friendly interface for both managers and employees
2.3. User characteristics
The Task Prioritization and Management Application will be used by managers and employees in a variety of roles and industries. Users will need to have a basic understanding of task management and organizational skills.

2.4. Constraints

The application will be accessible from any device with an internet connection, but will not be available offline.
The application will be secure, but the security of user accounts is the responsibility of the users themselves.
The application will be scalable, but may experience performance issues if a large number of users and tasks are added simultaneously.
2.5. Assumptions and dependencies

It is assumed that users have a basic understanding of task management and organizational skills.
It is assumed that users have access to a device with an internet connection.
The application will be developed and tested using the latest versions of relevant software and technologies.
External Interface Requirements
3.1. User interface
The user interface for the Task Prioritization and Management Application will be user-friendly and intuitive. It will consist of the following screens:

Login screen: users will be required to authenticate their identity before accessing the application.
Task list screen: managers will be able to view a list of all tasks, including their status, priority, and assigned employee. Employees will be able to view only their own tasks.
Task details screen: managers and employees will be able to view the details of a specific task, including its description, due date, and assigned employee. Managers will be able to edit the task details, while employees will be able to update their progress on the task.

Task prioritization screen: managers will be able to specify criteria for prioritizing tasks, such as deadline, importance, and complexity. The application will automatically prioritize tasks based on the specified criteria.
Daily update screen: employees will be required to provide daily updates on their progress, including the amount of work completed and any obstacles encountered.
Sub-task screen: employees will be able to view and add sub-tasks for their assigned tasks, for their own organization.
3.2. Hardware interface
The Task Prioritization and Management Application will be accessible from any device with an internet connection, including smartphones, tablets, and computers.

3.3. Software interface

The application will be developed using the latest versions of relevant software and technologies. The details of these technologies will be determined during the development phase.

3.4. Communications interface
The application will require an internet connection to function properly.

System Features
4.1. Task creation and assignment
Managers will be able to create new tasks and assign them to their employees. They will be able to specify the task details, including its description, due date, and assigned employee.

4.2. Task prioritization
Managers will be able to specify criteria for prioritizing tasks, such as deadline, importance, and complexity. The application will automatically prioritize tasks based on the specified criteria.

4.3. Task updates
Employees will be able to view and update their assigned tasks, including adding sub-tasks for their own organization. They will be required to provide daily updates on their progress, including the amount of work completed and any obstacles encountered.

4.4. User-friendly interface
The application will provide a user-friendly interface for both managers and employees, with clear and intuitive navigation.

System Requirements
5.1. Functional requirements

FR1: Managers should be able to create and assign tasks to employees
FR2: Managers should be able to specify criteria for prioritizing tasks
FR3: The application should automatically prioritize tasks based on the specified criteria
FR4: Employees should be able to view and update their assigned tasks
FR5: Employees should be able to add sub-tasks for their own organization
FR6: Employees should be required to provide daily updates on their progress
FR7: The application should provide a user-friendly interface for both managers and employees
5.2. Non-functional requirements

NFR1: The application should be accessible from any device with an internet connection
NFR2: The application should be secure, with user authentication and data encryption
NFR3: The application should be scalable to accommodate a large number of users and tasks
NFR4: The application should be reliable, with minimal downtime and robust error handling
Other Requirements
6.1. Development and testing

The Task Prioritization and Management Application will be developed and tested using the latest versions of relevant software and technologies. A detailed development and testing plan will be created during the development phase.

6.2. User documentation
User documentation for the Task Prioritization and Management Application will be provided in the form of a user manual and online help resources.

6.3. Training
Training for the Task Prioritization and Management Application will be provided as needed for managers and employees

Testing Plan

Introduction
1.1. Purpose
The purpose of this testing plan is to ensure that the Task Prioritization and Management Application meets the specified requirements and functions as expected.

1.2. Scope
The scope of this testing plan includes functional and non-functional testing of the application, including user interface, performance, security, and reliability.

1.3. Approach
The testing of the Task Prioritization and Management Application will follow a systematic approach, with defined test cases and expected results. Testing will be conducted by a team of experienced testers using a combination of manual and automated testing techniques.

Test Cases
2.1. Functional testing

FT1: Verify that managers are able to create and assign tasks to employees
FT2: Verify that managers are able to specify criteria for prioritizing tasks
FT3: Verify that the application automatically prioritizes tasks based on the specified criteria
FT4: Verify that employees are able to view and update their assigned tasks
FT5: Verify that employees are able to add sub-tasks for their own organization
FT6: Verify that employees are required to provide daily updates on their progress
FT7: Verify that the user interface is user-friendly and intuitive
2.2. Non-functional testing

NFT1: Verify that the application is accessible from any device with an internet connection
NFT2: Verify that the application is secure, with user authentication and data encryption
NFT3: Verify that the application is scalable to accommodate a large number of users and tasks
NFT4: Verify that the application is reliable, with minimal downtime and robust error handling
Test Execution
3.1. Test environment
The testing of the Task Prioritization and Management Application will be conducted in a dedicated test environment, using the latest versions of relevant software and technologies.

3.2. Test schedule
The testing of the Task Prioritization and Management Application will be conducted on a schedule determined by the development team, with regular updates provided to the project stakeholders.

3.3. Test resources
The testing of the Task Prioritization and Management Application will be conducted by a team of experienced testers, with the necessary resources and tools provided by the development team.

Test Reporting

4.1. Test results

The results of the testing of the Task Prioritization and Management Application will be documented and reported to the project stakeholders on a regular basis.

4.2. Defects

Any defects identified during the testing of the Task Prioritization and Management Application will be documented and reported to the development team for resolution.

Conclusion

The testing of the Task Prioritization and Management Application will ensure that the application meets the specified requirements and functions as expected. A systematic approach, with defined test cases and expected results, will be used to conduct the testing, with regular updates provided to the project stakeholders.