

- Currently don't have that good project management, use Microsoft services but some issues with that:
  - o Doesn't alert for tasks
  - o If press delete gone forever, no recycle bin and anyone can delete
  - o Doesn't provide oversight of all projects and filtering not as good
  - o Cant give people on the same project different individual tasks
- Individual Tasks will:
  - o Be part of projects but can be searched individually
  - o Include Title and Details at bare minimum
  - o Include Status of task – New, In-progress, Completed, Overdue
  - o Not include progress changes, but these will be included as part of the project
  - o Include assigned and due dates and can be used to filter, sort and search
- Different roles and permissions are:
  - o User – Can view all tasks and projects assigned to them, can provide progress updates of their own tasks and that's about it, login internally as well
  - o Supervisor – Read only view of all tasks and projects, cant change anything though
  - o Admin – Can view and edit all internal data, create users, modify system, etc.
- Project goals are as follows:
  - o Can create tasks (anyone) and filter, grouped by date and/or status
  - o Admin features and supervisor read-only access
  - o Ensure physical updates by user and not just percentages and stuff like that
  - o Minimum security, not an open system, internal, only need username and password then to login, registration completed by admins
  - o Interns and permanent staff should be separated, search projects by teams
  - o Prioritise basic functionality of system over security and finer details
  - o Tasks will be updated at least once a week but probably whenever, exports monthly