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