



**STUDENT NAME : KAVYADHARSINI A S**

**PROJECT ID : 5**

**PROJECT TITLE : BASIC TASK CREATION**

**TECHNICAL COMPONENTS**

COMPONENTS	TECH STACK
BACKEND	NODE.JS AND EXPRESS.JS
FRONTEND	REACT
DATABASE	MONGODB

**PROBLEM STATEMENT**

In a college environment, the Head of Department (HOD) and faculty members often face challenges in efficiently managing tasks and projects. The process of assigning, tracking, and approving tasks can become cumbersome, leading to missed deadlines, confusion about task responsibilities, and a lack of clear communication. This inefficiency can result in delayed projects, reduced productivity, and frustration among faculty members.

To address these challenges, there is a need for a robust task management system that facilitates seamless task creation, assignment, tracking, and approval. This system should streamline the communication between HODs and faculty members, ensure clarity in task responsibilities, and provide tools for monitoring task progress and deadlines. The goal is to create a user-friendly platform that enhances task management efficiency, improves accountability, and ultimately leads to better academic and administrative outcomes.

## **PROJECT FLOW**

### **PURPOSE:**

The Task Management System streamlines task creation, assignment, tracking, and approval between HODs and faculty, improving communication and accountability. It reduces administrative burdens, enhances productivity, and ensures timely task completion, leading to better academic and administrative outcomes.

### **SCOPE:**

The system includes secure login, task creation, duplication checks, task tracking, automated notifications, task submission with attachments, calendar integration, and reporting. It ensures comprehensive task management.

### **BUSINESS CONTEXT:**

The system addresses inefficiencies in current manual processes, enhancing communication and accountability. Automated solutions and detailed reporting improve planning, resource management, and productivity, supporting the college's academic and administrative excellence.

### **CONSIDERATIONS:**

- Ensure user data security and privacy through robust authentication and authorization mechanisms.
- Design a user-friendly interface that simplifies task management for both HODs and faculty.

### **DEPENDENCIES:**

- Integration with the college's existing authentication system.
- Reliable access to current dates and times for accurate task tracking and notifications.

### **USER PERSONAS:**

**HOD:** Oversees task creation, assignment, and approval. Needs detailed tracking and analytics.

**Faculty Member:** Manages assigned tasks, tracks progress, and submits completed tasks for approval.

## USER STORIES:

**HOD:** "As an HOD, I want to assign tasks with specific deadlines and priorities, so I can ensure timely project completion."

**Faculty Member:** "As a faculty member, I want to receive notifications for upcoming deadlines, so I can manage my tasks effectively."

## FUNCTIONAL REQUIREMENTS

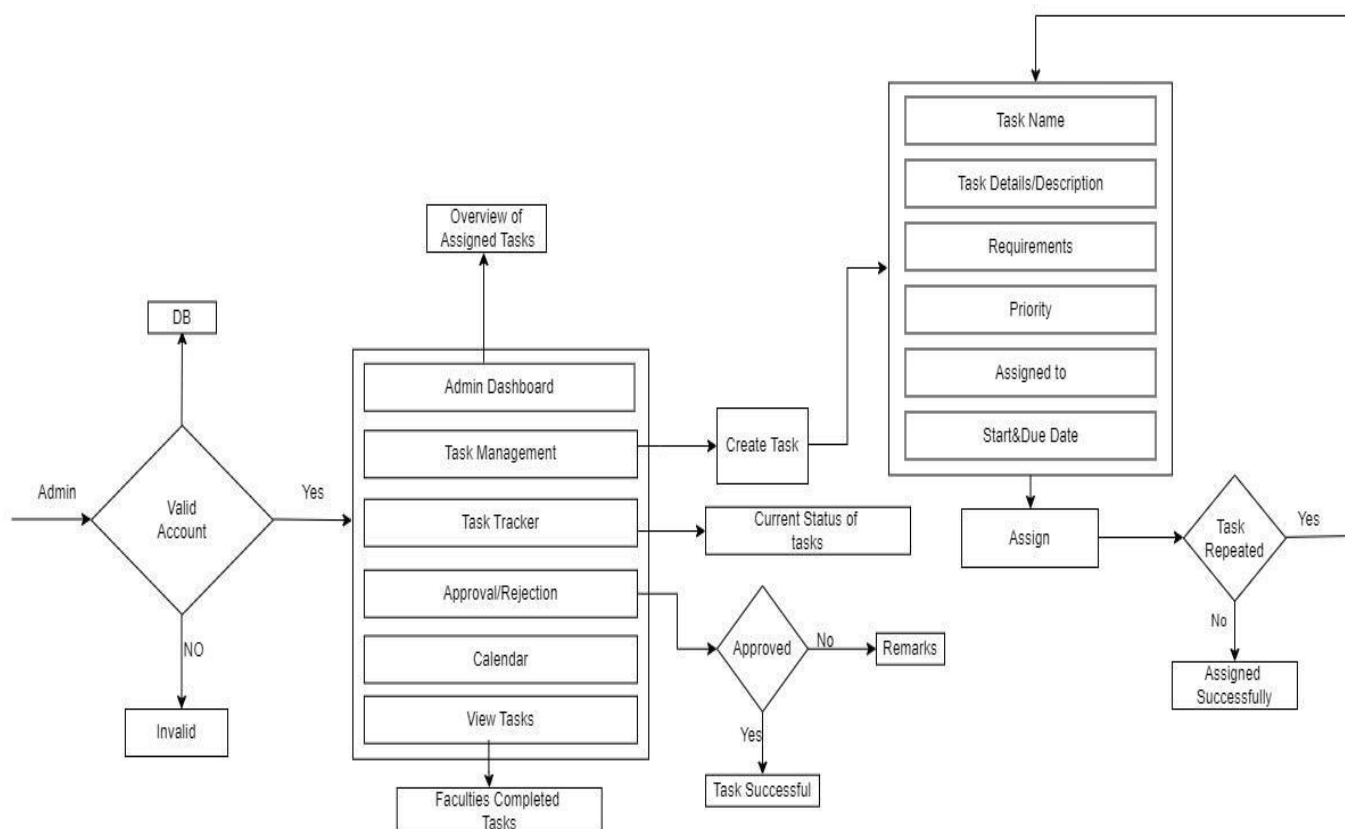
**Task Creation and Assignment:** HODs create and assign detailed tasks.

**Task Tracking and Notifications:** Faculty track tasks; receive deadline notifications.

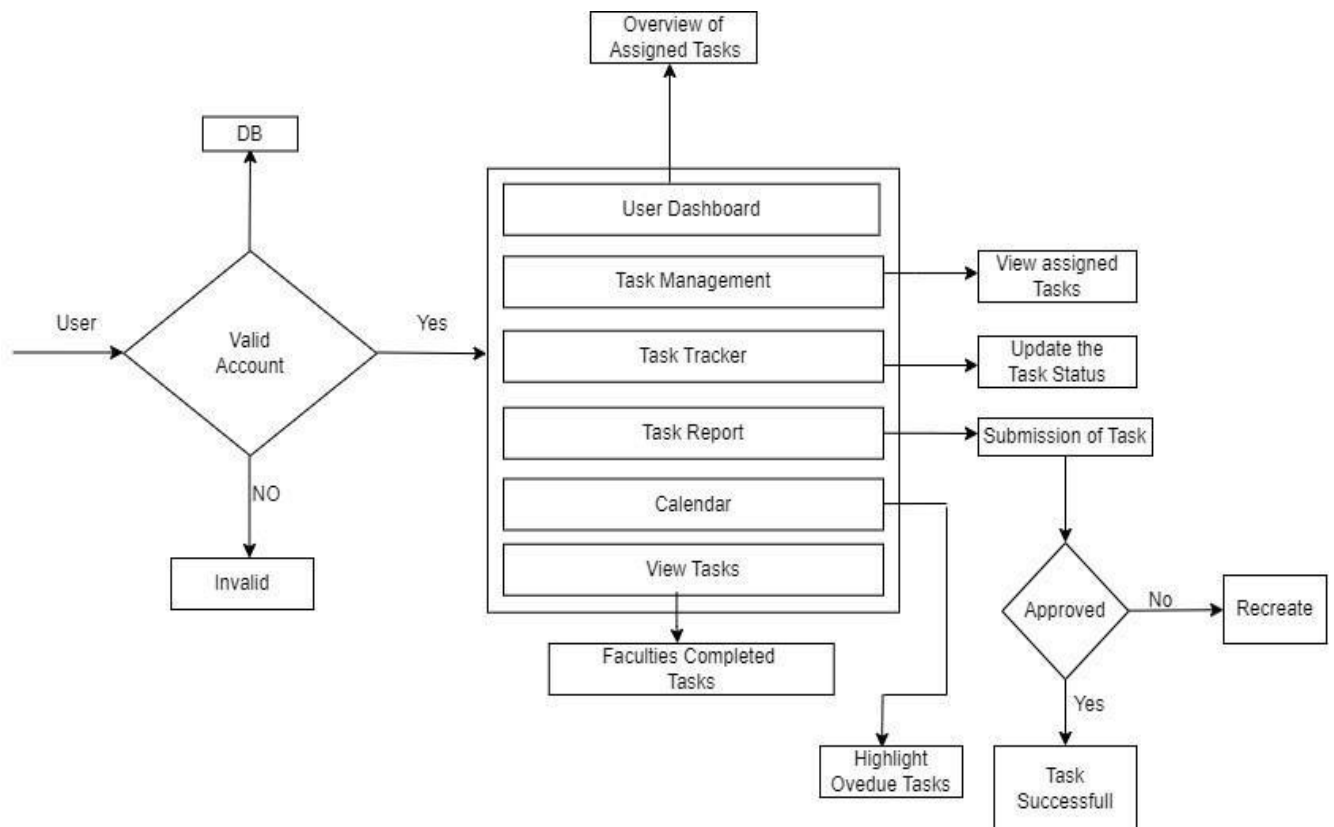
**Task Submission and Approval:** Faculty submit tasks; HODs approve or reject.

**Calendar Integration and Reporting:** Calendar view and task completion analytics.

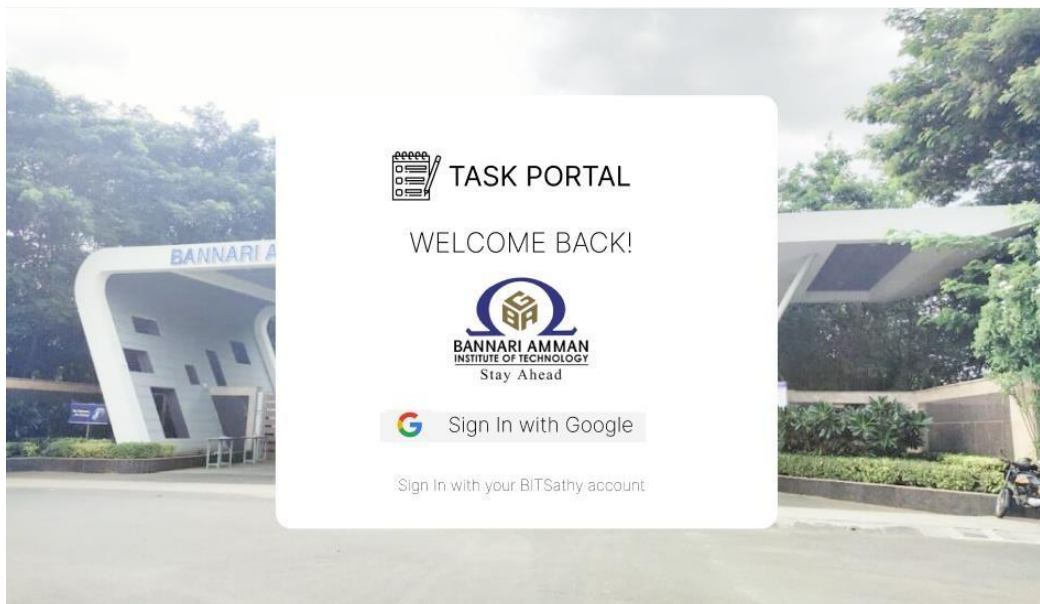
## ADMIN INTERFACE



## USER INTERFACE



## ADMIN





DASHBOARD

 TASK  
MANAGEMENT TASK  
TRACKER TASK  
REVIEW

CALENDAR

VIEW TASKS

TOTAL  
200Completed  
86In Progress  
12Incomplete  
7

DASHBOARD

 TASK  
MANAGEMENT TASK  
TRACKER TASK  
REVIEW

CALENDAR

VIEW TASKS

TASK

TASK DETAILS

PRIORITY

ASSIGN TO

FROM DATE

FROM TIME

TO DATE

TO TIME

Cancel

Create and add another

Create Task



DASHBOARD

 TASK  
MANAGEMENT TASK  
TRACKER TASK  
REVIEW

CALENDAR

VIEW TASKS

Create Task

● HIGH PRIORITY



EXAM HALL DUTY

12.03.2023-12.03.2013

ASSIGNED TO XXXX X

Exam hall incharge duty for the hall  
EW 212 (SEMESTER IV).

● MEDIUM PRIORITY



ACADEMIC CLASS

29.03.2023-26.03.2013

ASSIGNED TO ZZZZ Z

Academic classes to be held for the  
students pursuing second year ECE(IV)  
semester.

● LOW PRIORITY



ACADEMIC LAB SLOT

29.03.2023-26.03.2013

ASSIGNED TO YYYY Y

Students should complete the first two  
experiments done.

● HIGH PRIORITY



LECTURE MATERIAL UPDATION

29.03.2023-26.03.2013

ASSIGNED TO VVVV V

Lecture materials should be updated on  
or before the deadline.

 DASHBOARD

 TASK MANAGEMENT

 TASK TRACKER

 TASK REVIEW

 CALENDAR

 VIEW TASKS

● HIGH PRIORITY

EXAM HALL DUTY

12.03.2023-12.03.2013

ID234

ASSIGNED TO

XXXX X

Completed

● MEDIUM PRIORITY

ACADEMIC CLASS

29.03.2023-26.03.2013

ID234

ASSIGNED TO

ZZZZ Z

Completed

● LOW PRIORITY

ACADEMIC LAB SLOT

29.03.2023-26.03.2013

ID124

ASSIGNED TO

YYYY Y

Not Yet Started

● HIGH PRIORITY

LECTURE MATERIAL UPDATION

29.03.2023-26.03.2013

ID334

ASSIGNED TO


VVVV V

InProgress

BIT TASK PORTAL




 DASHBOARD

 TASK MANAGEMENT

 TASK TRACKER

 TASK REVIEW

 CALENDAR

 VIEW TASKS

● HIGH PRIORITY

EXAM HALL DUTY

12.03.2023-12.03.2013

ID234

ASSIGNED TO

XXXX X

VIEW

● MEDIUM PRIORITY

ACADEMIC CLASS

29.03.2023-26.03.2013

ID234

ASSIGNED TO

ZZZZ Z

VIEW

● LOW PRIORITY

ACADEMIC LAB SLOT

29.03.2023-26.03.2013

ID124

ASSIGNED TO

YYYY Y

APPROVED

● HIGH PRIORITY

LECTURE MATERIAL UPDATION

29.03.2023-26.03.2013



ID334

ASSIGNED TO

VVVV V


REJECTED


BIT TASK PORTAL




 DASHBOARD

 TASK MANAGEMENT

 TASK TRACKER

 TASK REVIEW

 CALENDAR

 VIEW TASKS

TASK NAME

DONE BY

REPORT

APPROVE

REJECT

REMARKS

 DASHBOARD

 TASK MANAGEMENT

 TASK TRACKER


 TASK REVIEW


 CALENDAR


 VIEW TASKS


OVERDUE TASKS


JANUARY 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	ID123	10	11	12	13
14	15	16	17	ID156	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3


 DASHBOARD












 TASK MANAGEMENT

 TASK MANAGEMENT

 TASK REVIEW

 CALENDAR

 VIEW TASKS

ID	TASK	ASSIGNED TO	
123	Lecture Preparation	aaaa a	
456	Grading	dddd d	
789	Course syllabus Update	eeee e	
246	Student Advising	cccc c	
345	Lab slot Allocation	bbbb b	
567	Experiment Design	gggg g	
550	Report Preparation	ffff f	
765	Documentation	hhhh h	
111	Research Projects	XXXX X	
322	Academic Events	yyyy y	
987	Content Revision	zzzz z	



## USER

**BIT TASK PORTAL**

WELCOME BACK!

**BANNARI AMMAN**  
INSTITUTE OF TECHNOLOGY  
Stay Ahead

Sign In with Google

Sign In with your BITSaihy account

**BIT TASK PORTAL**

**DASHBOARD**

**TASK MANAGEMENT**

**TASK MANAGEMENT**

**TASK REVIEW**

**CALENDAR**

**VIEW TASKS**

**TOTAL**  
**200**

**Completed**  
**86**

**In Progress**  
**12**

**Incomplete**  
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TASK  
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REVIEW

CALENDAR



VIEW TASKS

TASK

TASK DETAILS

PRIORITY

ASSIGN TO

FROM DATE

FROM TIME

TO DATE

TO TIME

STATUS

REPORT

Choose file



SUBMIT



DASHBOARD

TASK  
MANAGEMENTTASK  
TRACKERTASK  
REVIEW

CALENDAR



VIEW TASKS

● HIGH PRIORITY



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DASHBOARD

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VIEW TASKS

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XXXX X

INITIATED

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ID234

ASSIGNED TO

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INITIATED

● LOW PRIORITY



ACADEMIC LAB SLOT

29.03.2023-26.03.2013

ID124

ASSIGNED TO

YYYY Y

APPROVED

● HIGH PRIORITY



LECTURE MATERIAL UPDATION

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ID334

ASSIGNED TO

VVVV V

REJECTED

 DASHBOARD

 TASK  
MANAGEMENT

 TASK  
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 DASHBOARD











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MANAGEMENT

 TASK  
MANAGEMENT

 TASK  
REVIEW

 CALENDAR

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