# **ADIKA Project, Task and Reporting Management**

A project management system is a means of managing a project by planning, organizing, and managing its different required aspects.

**Create Project**

* This is created by the system admin in order to manage tasks and reports together with the project they reside in.

|  |  |  |  |
| --- | --- | --- | --- |
| Entity | Type | Required |  |
| Id | Integer | \* |  |
| Name | String | \* | Name of Project |
| Description | String | - |  |
| Created\_by/owner | Integer (id) | \* | Department Head |
| Timestamp | Timestamp | \* |  |

**Manage Project**

* This enables admins to add, update and remove projects.

**Create Task**

* This is created by the system admin(or department heads) in order to manage tasks and reports together with the project they reside in.

|  |  |  |  |
| --- | --- | --- | --- |
| Entity | Type | Required |  |
| Id | Integer | \* |  |
| Employee\_id | Integer | \* | Id of the user for whom the task is assigned. |
| Project\_id | Integer | \* | Id of the project in which the task belongs |
| Task\_title | String | \* |  |
| Task\_detail | Longtext | - | Some message(Description) about the task |
| Priority | String | \* | (Predefined texts like high, medium, normal…) |
| Status | String | - | (Predefined texts like assigned, received, on progress, completed…) |
| Received | Boolean | (Auto: 0) | This helps admins to identify if the assigned person reads the task or not and to notify employees. |
| Department\_id | Integer | \* | This is the department id of the project creator |
| Due date | Datetime | \* |  |
| File | String | - |  |
| Created\_by | Integer (id) | \* | Admin / Department head |
| Timestamp | Timestamp | \* |  |

**Manage Task**

* Department heads can Create , update. assign delete , Export and print information.

**Create Report**

* This is created by users to announce admins and department heads.

|  |  |  |  |
| --- | --- | --- | --- |
| Entity | Type | Required |  |
| Id | Integer | \* |  |
| Employee\_id | Integer | \* | Employee who will receive report |
| Report | String | \* | Name of Report |
| File | String | - |  |
| Report\_date | Datetime | \* |  |
| Received | Boolean | \*(Auto: 0) | This helps users to identify if their report is read or not and to notify admins. |
| Created\_by | Integer (id) | \* | Sender of Report |
| Timestamp | Timestamp | \* |  |

**Manage Reports**

* Employee of company able to Create , update , Export and print their report information. Department heads could get all transaction with in the department.

**Log History**

* There should be log in order to track what happens to the system.

|  |  |  |  |
| --- | --- | --- | --- |
| Entity | Type | Required |  |
| Id | Integer | \* |  |
| Action | String | \* | Name of Category |
| description | String | \* |  |
| done\_by | Integer (id) | \* | Actor who take an action |
| Timestamp | Timestamp | \* |  |

**Reporting**

* Reporting and analytics in necessary in order to get detailed pictorial and graphical explanation about the system. It is better to use graphs and icons.
* It should generate report amount of clients with in specified range of time and also daily, weekly, monthly, yearly reports.

**NB** - Notify Closed Deadline