

Project Kick-Off Document

Project Name: Simple Task Management Web App

Client Name: Ahmed

Date: 11 November 2025

Prepared by: Khaled Ashraf - Full Stack .NET Developer

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1. Project Overview

Purpose:

This project aims to create a simple web application where users can easily manage their daily tasks. The app will allow users to add new tasks mark them as done and delete them when they are finished.

Objectives:

- Build a clean and simple interface for task management
- Implement basic functionality add mark as done and delete
- Make sure the app is responsive and easy to use

2. Scope of Work

Deliverables:

- A working web app using HTML CSS and JavaScript
- Functions to add delete and mark tasks as completed
- A simple and responsive design

Out of Scope:

- Login or user accounts
- Saving data to a cloud or database
- Mobile app version

3. Communication Plan

Preferred Communication Methods:

- Email for updates and document sharing
- Online meetings for feedback and reviews

Frequency of Updates:

- Weekly updates on progress

4. Project Timeline

| Milestone | Due Date | Description |
|-----------------------------|------------------|---|
| Project Setup and UI Design | 12 November 2025 | Create the basic layout and design |
| First Draft Submission | 15 November 2025 | Submit first working version of the app |
| Client Feedback Round | 17 November 2025 | Receive feedback and make improvements |

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| Final Deliverables Submission | 20 November 2025 | Deliver the final version of the project |
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5. Budget and Payment Terms

Project Budget:

100 USD

Payment Schedule:

- 50 percent upfront at the start of the project
- 50 percent after final delivery and approval

6. Closing Remarks

Thank you Ahmed for the opportunity to work on this project I am excited to build this web app and make sure it is simple and useful If you have any questions or feedback feel free to contact me anytime