PlanIt: An Online Task and Project Management System for Efficient Workflow Organization, Collaborative Planning, and Real-Time Task Monitoring

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Introduction

In working as a group or even as an individual, one of the most crucial aspects to success is keeping track of the progress, dates, work done, and backlogs has always been important. Without a tool to use for organization, it becomes easy to lose focus, miss important due dates, or overlook responsibilities. This challenge is even more evident in today's environment, where remote work and flexible arrangements have become the norm. Teams often find it difficult to align their efforts, monitor contributions, and maintain accountability when working from different locations. As a result, project management and collaboration tools or systems have become increasingly important, helping in terms of transparency, productivity, and efficiency in accomplishing goals.

The goal of this project is to resolve the common problem of misorganization and lack of collaboration in today's world that is full of online jobs, work from home/remote location jobs. This system will provide aid to teams and individuals that find it hard to keep track of their tasks by giving a platform where they can organize their tasks through lists and tickets. In addition to that, said tickets will be modifiable depending on the type of task needed to be done, due dates per ticket is also provided as well as attachments and checklists.

Statement of the Problem and Goals

Problem Statement

Ranging from small teams or groups to big collaborations and also individuals, the problem of losing track, missing important dates, and forgetting tasks is inevitable. These kinds of issues may seem minor at first, but overtime they can create a big impact on the overall performance of the people involved in the project. Losing track of tasks can lead to inefficient work, missing dates can cause delays to the project, and many more scaling problems. Ultimately, these challenges not only hinder productivity but also affect team morale, accountability, and the quality of the final output.

Goals

The goals of this project are as follows:

- Provide a structured system to help individuals and teams clearly define, assign, and track tasks.

- Ensure projects stay on schedule by setting reminders and tracking progress against due dates.

- Allow users to visualize and evaluate the status of ongoing work to identify bottlenecks early.

- Facilitate smooth communication and coordination among team members, especially in remote or hybrid setups.

- Reduce wasted time and effort by streamlining workflows and minimizing overlooked tasks.

- Create a system that works not only for individuals and small groups but also scales effectively for larger collaborations.

- Enhance the quality and timeliness of outputs by minimizing delays, missed tasks, and disorganization.

Short Literature Review

Multiple studies in the field of project management and shows the importance of effective task tracking, communication, and accountability in achieving project success. To meet these needs, several platforms were created, each offering their own unique features.

A study by Anna B., Christopher W., and Shirley Y. (2023)states that students often misestimate how long academic tasks take. It also went over how management of tasks is essential for college students' success. College students nowadays suffer from overload in their school work and tasks which results in up to 40% productivity loss due to task-switching (Kamrul H., 2024). Sajiv M. (2020) stated that planning errors are prevalent and can be mitigated via periodic monitoring and facilitation.

This shows that having a tool for managing tasks can definitely help. A survey by Kanban (2024) proves that Kanban significantly enhances team collaboration, workflow transparency, and overall project efficiency. To add to that, a research by Miriam A., Mascha G., and Thomas R. (2023) highlights the role of management tools can improve employee health, decision-making, and overall performance.

Timeline

- **Week 1: Research on problem and feasible solutions**

- Conduct research about the problem regarding task management and look into existing solutions and their possible improvements.

- **Week 2: Designing Phase**

- Design the UI/UX and flow of the system.

- **Week 3-8: Development Phase**

- Start implementing the features and design.

- **Week 9: Testing, Debugging, and Deployment**

- Finalize the system and fix any existing bug to prepare for deployment

References

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