|  |  |
| --- | --- |
| Task | Manage personal time |
| Goal of task | Facilitate event planning and proper time allocation, by means of organization and recollection of events and their details |
| Sub-unit of |  |
| Sub-tasks that define task | 1. Maintain events  2. Remember events  3. Share events |
| Input / actions required from user | Events and event details |
| Perceivable output / results occurring from user | Events and event details organized and recorded to facilitate their recollection and effectively plan and allocate personal time |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1. Maintain events |
| Goal of task | Keep planned events and event details current and organized |
| Sub-unit of | Manage personal time |
| Sub-tasks that define task | 1.1 Plan events  1.3Organize events  1.4 Resolve time conflicts  1.5 Update events  1.6 Cancel events |
| Input / actions required from user | Events to manage |
| Perceivable output / results occurring from user | Planned events and recorded event information that is current, organized, and accessible |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.1 Plan events |
| Goal of task | Plan events and their details |
| Sub-unit of | 1. Maintain events |
| Sub-tasks that define task | 1.1.1 Choose event name  1.1.2 Choose event date  1.1.3 Choose event location  1.1.4 Form a timeline of the event  1.1.5 Identify required equipment  1.1.6 Identify team members or potential guests  1.1.7 Identify event preparations and precautions |
| Input / actions required from user | Event details |
| Perceivable output / results occurring from user | Planned and detailed events |
| Required non-interface functions | Knowledge of the event and it’s details |
| Other |  |

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| --- | --- |
| Task | 1.1.1 Choose event name |
| Goal of task | Provide an event with a unique, informative name |
| Sub-unit of | 1.1 Plan events |
| Sub-tasks that define task |  |
| Input / actions required from user | A unique name |
| Perceivable output / results occurring from user | A unique name provided by the user for reference of a specific event |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 1.1.2 Choose event date |
| Goal of task | Determine the date and specific time the event will occur |
| Sub-unit of | 1.1 Plan events |
| Sub-tasks that define task | 1.1.2.1 Choose year  1.1.2.2 Choose month  1.1.2.3 Choose day  1.1.2.4 Choose time |
| Input / actions required from user | The date and specific time of the event |
| Perceivable output / results occurring from user | The date and time of the event are recorded |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.1.2.1 Choose year |
| Goal of task | Determine the year that the event will occur |
| Sub-unit of | 1.1.2 Choose event date |
| Sub-tasks that define task |  |
| Input / actions required from user | The year of the event |
| Perceivable output / results occurring from user | The year of the event is recorded |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 1.1.2.2 Choose month |
| Goal of task | Determine the month that the event will occur |
| Sub-unit of | 1.1.2 Choose event date |
| Sub-tasks that define task |  |
| Input / actions required from user | The month of the event |
| Perceivable output / results occurring from user | The month of the event is recorded |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.1.2.3 Choose day |
| Goal of task | Determine the day that the event will occur |
| Sub-unit of | 1.1.2 Choose event date |
| Sub-tasks that define task |  |
| Input / actions required from user | The day of the event |
| Perceivable output / results occurring from user | The day of the event is recorded |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 1.1.2.4 Choose time |
| Goal of task | Determine the start time and end time of the event |
| Sub-unit of | 1.1.2 Choose event date |
| Sub-tasks that define task | 1.1.2.4.1 Choose start time  1.1.2.4.1 Choose end time |
| Input / actions required from user | The start time and end time of the event |
| Perceivable output / results occurring from user | The start time and end time of the event are recorded |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.1.2.4.1 Choose start time |
| Goal of task | Determine the specific start time of the event |
| Sub-unit of | 1.1.2.4 Choose time |
| Sub-tasks that define task | 1.1.2.4.1.1 Choose start time hour  1.1.2.4.1.2 Choose start time minute |
| Input / actions required from user | The start time of the event |
| Perceivable output / results occurring from user | The start time of the event is recorded |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.1.2.4.1.1 Choose start time hour |
| Goal of task | Determine the hour that the event will start |
| Sub-unit of | 1.1.2.4.1 Choose start time |
| Sub-tasks that define task |  |
| Input / actions required from user | The hour that the event will start |
| Perceivable output / results occurring from user | The hour that the event will start is recorded |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 1.1.2.4.1.2 Choose start time minute |
| Goal of task | Determine the minute that the event will begin |
| Sub-unit of | 1.1.2.4.1 Choose start time |
| Sub-tasks that define task |  |
| Input / actions required from user | The minute that the event will begin |
| Perceivable output / results occurring from user | The minute that the event will begin is recorded |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 1.1.2.4.2 Choose end time |
| Goal of task | Determine the specific end time of the event |
| Sub-unit of | 1.1.2.4 Choose time |
| Sub-tasks that define task | 1.1.2.4.2.1 Choose end time hour  1.1.2.4.2.2 Choose end time minute |
| Input / actions required from user | The end time of the event |
| Perceivable output / results occurring from user | The end time of the event is recorded |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.1.2.4.2.1 Choose end time hour |
| Goal of task | Determine the hour that the event will end |
| Sub-unit of | 1.1.2.4.2 Choose end time |
| Sub-tasks that define task |  |
| Input / actions required from user | The hour that the event will end |
| Perceivable output / results occurring from user | The hour that the event will end is recorded |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.1.2.4.2.2 Choose end time minute |
| Goal of task | Determine the minute that the event will end |
| Sub-unit of | 1.1.2.4.2 Choose end time |
| Sub-tasks that define task |  |
| Input / actions required from user | The minute that the event will end |
| Perceivable output / results occurring from user | The minute that the event will end is recorded |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.1.3 Choose event location |
| Goal of task | Determine where the specific event will take place |
| Sub-unit of | 1.1 Plan events |
| Sub-tasks that define task |  |
| Input / actions required from user | A general location or area, or a full or partial address, |
| Perceivable output / results occurring from user | A specified location where the event will be held |
| Required non-interface functions | Possible locations are limited for specific events. User must determine the suitability of an event location with regards to what the event’s activities may require. |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.1.4 Form a timeline of the event |
| Goal of task | Identify the probable and/or desired sequence of occurrences to take place during the course of the event |
| Sub-unit of | 1.1 Plan events |
| Sub-tasks that define task |  |
| Input / actions required from user | Event details, and goals |
| Perceivable output / results occurring from user | Estimated or desired sequence of proceedings for a specific event |
| Required non-interface functions | The user can more accurately predict an event’s proceedings based on prior experience with similar events |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.1.5 Identify required equipment |
| Goal of task | Determine any useful or necessary equipment that may be needed during the event |
| Sub-unit of | 1.1 Plan events |
| Sub-tasks that define task |  |
| Input / actions required from user | Event location, predicted weather conditions, activity list |
| Perceivable output / results occurring from user | List of equipment useful and/or necessary during the event |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 1.1.6 Identify team members or potential guests |
| Goal of task |  |
| Sub-unit of | 1.1 Plan events |
| Sub-tasks that define task |  |
| Input / actions required from user | Event details |
| Perceivable output / results occurring from user |  |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.1.7 Identify event preparations and precautions |
| Goal of task |  |
| Sub-unit of | 1.1 Plan events |
| Sub-tasks that define task |  |
| Input / actions required from user |  |
| Perceivable output / results occurring from user |  |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.2 Record planned events |
| Goal of task | Record the details of planned events to facilitate their recollection and accessibility later |
| Sub-unit of | 1. Maintain events |
| Sub-tasks that define task | 1.2.1 Choose a medium for recording events  1.2.2 Record event details  1.2.3 Include related information |
| Input / actions required from user | Planned events and their details |
| Perceivable output / results occurring from user | A collection of recorded planned, detailed events |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.2.1 Choose a medium for recording events |
| Goal of task | Determine the most suitable medium for recording planned events |
| Sub-unit of | 1.2 Record planned events |
| Sub-tasks that define task |  |
| Input / actions required from user | The user must choose from a collection of media used for recording information |
| Perceivable output / results occurring from user | A medium most suitable for recording planned, detailed events |
| Required non-interface functions |  |
| Other | The choice of media is can be user preference or limited to select forms for some users (ex. Blind people require non-visual forms of media) |

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| Task | 1.2.2 Record event details |
| Goal of task | Record details for planned events using the preferred media |
| Sub-unit of | 1.2 Record planned events |
| Sub-tasks that define task |  |
| Input / actions required from user | The user must record events detailed in such a way that they are distinguishable from all other recorded events |
| Perceivable output / results occurring from user | A unique record of a planned event and its details on the preferred medium |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 1.2.3 Include related information |
| Goal of task | Group records of relevant information with the newly recorded event for future reference |
| Sub-unit of | 1.2 Record planned events |
| Sub-tasks that define task |  |
| Input / actions required from user | Records of information relevant to the specific planned event |
| Perceivable output / results occurring from user | A record of an event and its details supplemented with relevant information |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 1.3 Organize events |
| Goal of task |  |
| Sub-unit of | 1. Maintain events |
| Sub-tasks that define task | 1.3.1 Find records of planned events  1.3.2 Categorize events  1.3.3 Typify events  1.3.4 Order events by occurrence  1.2.4 Record events |
| Input / actions required from user |  |
| Perceivable output / results occurring from user |  |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.3.1 Find records of planned events |
| Goal of task |  |
| Sub-unit of | 1.3 Organize events |
| Sub-tasks that define task |  |
| Input / actions required from user |  |
| Perceivable output / results occurring from user |  |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.3.2 Categorize events |
| Goal of task |  |
| Sub-unit of | 1.3 Organize events |
| Sub-tasks that define task | 1.3.2.1 Determine event categories  1.3.2.2 Group events into categories |
| Input / actions required from user |  |
| Perceivable output / results occurring from user |  |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.3.2.1 Determine event categories |
| Goal of task |  |
| Sub-unit of | 1.3.2 Categorize events |
| Sub-tasks that define task |  |
| Input / actions required from user |  |
| Perceivable output / results occurring from user |  |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.3.2.2 Group events into categories |
| Goal of task |  |
| Sub-unit of | 1.3.2 Categorize events |
| Sub-tasks that define task |  |
| Input / actions required from user |  |
| Perceivable output / results occurring from user |  |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.3.3 Typify events |
| Goal of task |  |
| Sub-unit of | 1.3 Organize events |
| Sub-tasks that define task | 1.3.3.1 Determine event types  1.3.3.2 Group events into types |
| Input / actions required from user |  |
| Perceivable output / results occurring from user |  |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.3.3.1 Determine event types |
| Goal of task |  |
| Sub-unit of | 1.3.3 Typify events |
| Sub-tasks that define task |  |
| Input / actions required from user |  |
| Perceivable output / results occurring from user |  |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.3.3.2 Group events into types |
| Goal of task |  |
| Sub-unit of | 1.3.3 Typify events |
| Sub-tasks that define task |  |
| Input / actions required from user |  |
| Perceivable output / results occurring from user |  |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.3.4 Order events by occurrence |
| Goal of task |  |
| Sub-unit of | 1.3 Organize events |
| Sub-tasks that define task |  |
| Input / actions required from user |  |
| Perceivable output / results occurring from user |  |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.4 Resolve time conflicts |
| Goal of task | Resolve any time conflicts which might exist between two or more events |
| Sub-unit of | 1. Maintain events |
| Sub-tasks that define task |  |
| Input / actions required from user | The date and time of the events that conflict |
| Perceivable output / results occurring from user | A decision on how to resolve the time conflict |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5 Update events |
| Goal of task | Update information regarding an event that already exists, such as the name, date, or additional notes. |
| Sub-unit of | 1. Maintain events |
| Sub-tasks that define task | 1.5.1 Find desired events  1.5.2 Modify event details |
| Input / actions required from user | Make changes to specified event |
| Perceivable output / results occurring from user | Information regarding specified event it updated |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.1 Find desired events |
| Goal of task | Find an event that already exists |
| Sub-unit of | 1.5 Update events |
| Sub-tasks that define task | 1.5.1.1 Find records of planned events  1.5.1.2 Find by event name(s)  1.5.1.3 Find by date(s)  1.5.1.4 Find by event start time(s)  1.5.1.5 Find by event end time(s)  1.5.1.6 Find by event duration  1.5.1.7 Find by event general location(s)  1.5.1.8 Find by event address  1.5.1.9 Find by event type(s)  1.5.1.10 Find by event category(s)  1.5.1.11 Retrieve specified events  1.5.1.12 Evaluate retrieved events  1.5.1.13 Refine retrieval specifications |
| Input / actions required from user | Find specific event according to criteria |
| Perceivable output / results occurring from user | Get specific event |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.1.1 Find records of planned events |
| Goal of task | Find all recorded planned events |
| Sub-unit of | 1.5.1 Find desired events |
| Sub-tasks that define task |  |
| Input / actions required from user | Records of planned events |
| Perceivable output / results occurring from user | Collection of all recorded planned events |
| Required non-interface functions | The user must recall the location of previously recorded planned events |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.1.2 Find by event name(s) |
| Goal of task | Find an event that already exists, according to the name |
| Sub-unit of | 1.5.1 Find desired events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify name of event |
| Perceivable output / results occurring from user | Get events that occur with given name |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.1.3 Find by date(s) |
| Goal of task | Find an event that already exists, according to the date |
| Sub-unit of | 1.5.1 Find desired events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify date of an event |
| Perceivable output / results occurring from user | Get events that occur on given date |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.1.4 Find by event start time(s) |
| Goal of task | Find an event that already exists, according to the start time |
| Sub-unit of | 1.5.1 Find desired events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify start time of an event |
| Perceivable output / results occurring from user | Get events that occur with given start time |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.1.5 Find by event end time(s) |
| Goal of task | Find an event that already exists, according to the end time |
| Sub-unit of | 1.5.1 Find desired events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify end time of an event |
| Perceivable output / results occurring from user | Get events that occur with given end time |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 1.5.1.6 Find by event duration |
| Goal of task | Find an event that already exists, according to the duration |
| Sub-unit of | 1.5.1 Find desired events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify the duration of an event |
| Perceivable output / results occurring from user | Get events that occur with given duration |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.1.7 Find by event general location(s) |
| Goal of task | Find an event that already exists, according to the general location(s) given by the user |
| Sub-unit of | 1.5.1 Find desired events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify the general location(s) of an event |
| Perceivable output / results occurring from user | Get events that occur at the given general location(s) |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.1.8 Find by event address |
| Goal of task | Find an event that already exists, according to the address given by the user |
| Sub-unit of | 1.5.1 Find desired events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify the address of the event |
| Perceivable output / results occurring from user | Get events that occur at the given address |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.1.9 Find by event type(s) |
| Goal of task | Find an event that already exists, according to the event type given by the user |
| Sub-unit of | 1.5.1 Find desired events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify the type of the event |
| Perceivable output / results occurring from user | Get events that occur with the given type |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.1.10 Find by event category(s) |
| Goal of task | Find an event that already exists, according to the category given by the user |
| Sub-unit of | 1.5.1 Find desired events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify the category of an event |
| Perceivable output / results occurring from user | Get events that occur in the given category |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.1.11 Retrieve specified events |
| Goal of task | Get records of the already existing events |
| Sub-unit of | 1.5.1 Find desired events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify event |
| Perceivable output / results occurring from user | Records of specific existing events |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.1.12 Evaluate retrieved events |
| Goal of task | Determine if the retrieved events are showing what the used needed |
| Sub-unit of | 1.5.1 Find desired events |
| Sub-tasks that define task |  |
| Input / actions required from user | Read through retrieved events to see if they match what were looking for |
| Perceivable output / results occurring from user | Events retrieved may be what the user was looking for or they may not be what the user was looking for |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.1.13 Refine event retrieval specifications |
| Goal of task | If the retrieved events were not what the user was looking for, the specifications are refined |
| Sub-unit of | 1.5.1 Find desired events |
| Sub-tasks that define task |  |
| Input / actions required from user | Search events again, using different specifications |
| Perceivable output / results occurring from user | Retrieve new results according to new specifications |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.5.2 Modify event details |
| Goal of task | Change the information that is attached to an event that already exists |
| Sub-unit of | 1.5 Update events |
| Sub-tasks that define task |  |
| Input / actions required from user | Enter different details for an event already exists |
| Perceivable output / results occurring from user | Details are changed for an event that already exists |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.6 Cancel events |
| Goal of task | Remove an event from the list of already existing events |
| Sub-unit of | 1. Maintain events |
| Sub-tasks that define task | 1.6.1 Find desired events  1.6.2 Remove desired events from records |
| Input / actions required from user | Remove event |
| Perceivable output / results occurring from user | Event is removed |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.6.1 Find desired events |
| Goal of task |  |
| Sub-unit of | 1.6 Cancel events |
| Sub-tasks that define task | See task 1.5.1, “Find desired events” |
| Input / actions required from user | Find event according to specifications |
| Perceivable output / results occurring from user | Retrieve desired event |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 1.6.2 Remove desired events from records |
| Goal of task | Remove the event that is retrieved from the list of events that already exist |
| Sub-unit of | 1.6 Cancel events |
| Sub-tasks that define task |  |
| Input / actions required from user | Remove event and information |
| Perceivable output / results occurring from user | Event is permanently removed |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 2. Remember events |
| Goal of task | Recall existing events for planning |
| Sub-unit of | Manage personal time |
| Sub-tasks that define task | 2.1 Review events  2.2 Maintain a task list  2.3 Create event reminders  2.4 Receive event reminders |
| Input / actions required from user | Searching for events and existing events required. |
| Perceivable output / results occurring from user | Requested events are remembered by the user. |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 2.1 Review events |
| Goal of task | Review events so as to remember them |
| Sub-unit of | 2. Remember events |
| Sub-tasks that define task | 2.1.1 Find desired events  2.1.2 View desired events |
| Input / actions required from user | Specification of events to review |
| Perceivable output / results occurring from user | A user reviews the events shown |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 2.1.1 Find desired events |
| Goal of task | Locate events to be remembered |
| Sub-unit of | 2.1 Review events |
| Sub-tasks that define task | See task 1.5.1, “Find desired events” |
| Input / actions required from user | Specification of events to view |
| Perceivable output / results occurring from user | A list of events to be viewed |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 2.1.2 View desired events |
| Goal of task | Examine the events in the list pulled from 2.1.1 |
| Sub-unit of | 2.1 Review events |
| Sub-tasks that define task |  |
| Input / actions required from user | Reading the list of events presented |
| Perceivable output / results occurring from user | Evaluation of the list of events presented |
| Required non-interface functions |  |
| Other |  |

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| Task | 2.2 Maintain a task list |
| Goal of task | Create a list of events to better manage time |
| Sub-unit of | 2. Remember events |
| Sub-tasks that define task | 2.2.1 Review events  2.2.2 Choose events to add  2.2.3 Add desired events to task list in order of priority  2.2.4 Evaluate task list  2.2.5 Remove irrelevant or completed events from task  list |
| Input / actions required from user | Specifications of events to add to the list |
| Perceivable output / results occurring from user | A list of events to be finished |
| Required non-interface functions |  |
| Other |  |

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| Task | 2.2.1 Review events |
| Goal of task | Pull the events to be added to the list |
| Sub-unit of | 2.2 Maintain a task list |
| Sub-tasks that define task | See task 2.1, “Review events” |
| Input / actions required from user | Specifications of events to be added to the task list |
| Perceivable output / results occurring from user | A list of events to be added to the task list |
| Required non-interface functions |  |
| Other |  |

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| Task | 2.2.2 Choose events to add |
| Goal of task | Select events out of the 2.2.1 list to add to a task list |
| Sub-unit of | 2.2 Maintain a task list |
| Sub-tasks that define task |  |
| Input / actions required from user | Specification of events to be added to the task list |
| Perceivable output / results occurring from user | Chosen events added to a task list |
| Required non-interface functions |  |
| Other |  |

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| Task | 2.2.3 Add desired events to task list in order of priority |
| Goal of task | Build the list with desired events, sort by importance |
| Sub-unit of | 2.2 Maintain a task list |
| Sub-tasks that define task | 2.2.3.1 Prioritize Events  2.2.3.2 Determine order of importance of specified events |
| Input / actions required from user | List of desired events to be added to the task list |
| Perceivable output / results occurring from user | The task list is sorted by the importance of the events |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 2.2.3.1 Prioritize events |
| Goal of task | Organize events by a specified measure |
| Sub-unit of | 2.2.3 Add desired events to task list in order of priority |
| Sub-tasks that define task | 2.2.3.1.1 Prioritize events by order of occurrence  2.2.3.1.2 Prioritize events by specific event types  2.2.3.1.3 Prioritize events by specific event categories  2.2.3.1.4 Prioritize events by preparation time  2.2.3.1.5 Prioritize events by event duration  2.2.3.1.6 Prioritize events by status of emergency |
| Input / actions required from user | Specification of the priority |
| Perceivable output / results occurring from user | The desired events organized by the specified priority. |
| Required non-interface functions |  |
| Other |  |

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| Task | 2.2.3.1.1 Prioritize events by order of occurrence |
| Goal of task | Organize list of events by occurrence |
| Sub-unit of | 2.2.3.1 Prioritize events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify occurrences as the method of organization |
| Perceivable output / results occurring from user | Task List is organized by occurrences |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 2.2.3.1.2 Prioritize events by specific event types |
| Goal of task | Organize list of events by type |
| Sub-unit of | 2.2.3.1 Prioritize events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify type as the method of organization |
| Perceivable output / results occurring from user | Task List is organized by event type |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 2.2.3.1.3 Prioritize events by specific event categories |
| Goal of task | Organize list of events by category |
| Sub-unit of | 2.2.3.1 Prioritize events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify event category as the method of organization |
| Perceivable output / results occurring from user | Task List is organized by event categories |
| Required non-interface functions |  |
| Other |  |

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| Task | 2.2.3.1.4 Prioritize events by preparation time |
| Goal of task | Organize list of events by preparation time |
| Sub-unit of | 2.2.3.1 Prioritize events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify preparation time as the method of organization |
| Perceivable output / results occurring from user | Task List is organized by preparation time. |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 2.2.3.1.5 Prioritize events by event duration |
| Goal of task | Organize list of events by duration |
| Sub-unit of | 2.2.3.1 Prioritize events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify event duration as the method of organization |
| Perceivable output / results occurring from user | Task List is organized by event duration |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 2.2.3.1.6 Prioritize events by status of emergency |
| Goal of task | Organize list of events by status of emergency |
| Sub-unit of | 2.2.3.1 Prioritize events |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify status of emergency as the method of organization |
| Perceivable output / results occurring from user | Task List is organized by the emergency status of the events |
| Required non-interface functions |  |
| Other |  |

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| Task | 2.2.3.2 Determine order of importance of specified priorities |
| Goal of task | Out of all the chosen priorities, determine their relative importance |
| Sub-unit of | 2.2.3 Add desired events to task list in order of priority |
| Sub-tasks that define task |  |
| Input / actions required from user | Specify the relative importance out of the chosen organization methods |
| Perceivable output / results occurring from user | Task Lists with multiple priority options are organized according to the user's settings |
| Required non-interface functions |  |
| Other |  |

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| Task | 2.2.4 Evaluate task list |
| Goal of task | Examine and complete tasks on the list |
| Sub-unit of | 2.2 Maintain a task list |
| Sub-tasks that define task |  |
| Input / actions required from user | Task completion |
| Perceivable output / results occurring from user |  |
| Required non-interface functions |  |
| Other | The user is required to do whatever the task requires of them. We aren't keeping track of those specifics. |

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| Task | 2.2.5 Remove irrelevant or completed events from task list |
| Goal of task | Keep task list clear to read by removing finished events |
| Sub-unit of | 2.2 Maintain a task list |
| Sub-tasks that define task |  |
| Input / actions required from user | Task List and Completed Events |
| Perceivable output / results occurring from user | Completed events are removed from task list |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 2.3 Create event reminders |
| Goal of task | To notify that an event is upcoming at a specific date and time |
| Sub-unit of | 2. Remember events |
| Sub-tasks that define task | 2.3.1 Read events  2.3.2 Choose event needing a reminder  2.3.3 Decide when to receive reminder  2.3.4 Determine method of receiving reminder  2.3.5 Record event reminder |
| Input / actions required from user | Information about the event that the reminder will be for |
| Perceivable output / results occurring from user | The reminder will be ready to be used at the specified date and time |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 2.3.1 Review events |
| Goal of task | Find and read one or more of the recorded events |
| Sub-unit of | 2.3 Create event reminders |
| Sub-tasks that define task | See task 2.1, “Review events” |
| Input / actions required from user | Information about the event or events to read. |
| Perceivable output / results occurring from user | An event or events that the user can read. |
| Required non-interface functions |  |
| Other |  |

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| Task | 2.3.2 Choose event needing a reminder |
| Goal of task | Select an event to add a reminder to |
| Sub-unit of | 2.3 Create event reminders |
| Sub-tasks that define task |  |
| Input / actions required from user | The event or events that the reminder will be created for |
| Perceivable output / results occurring from user | A selected event that a reminder will be added to |
| Required non-interface functions |  |
| Other |  |

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| Task | 2.3.3 Decide when to receive reminder |
| Goal of task | Select the date and time for a reminder |
| Sub-unit of | 2.3 Create event reminders |
| Sub-tasks that define task | 2.3.3.1 Determine event details  2.3.3.2 Determine time required to prepare for event |
| Input / actions required from user | Information about the selected event that will aid in determining the reminder time |
| Perceivable output / results occurring from user | A date and time to activate the reminder |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 2.3.3.1 Determine event details |
| Goal of task |  |
| Sub-unit of | 2.3.3 Decide when to receive reminder |
| Sub-tasks that define task |  |
| Input / actions required from user |  |
| Perceivable output / results occurring from user |  |
| Required non-interface functions |  |
| Other |  |

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| Task | 2.3.3.2 Determine time required to prepare for event |
| Goal of task | Identify the time needed to prepare for a specific event before it’s occurrence |
| Sub-unit of | 2.3.3 Decide when to receive reminder |
| Sub-tasks that define task |  |
| Input / actions required from user | The list of necessary preparations and details of the specific event |
| Perceivable output / results occurring from user | Estimated amount of time required to prepare for a specific event |
| Required non-interface functions | The user must be realistic when estimating the amount of time they require to complete necessary preparation tasks |
| Other | The amount of preparation time can be zero |

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| Task | 2.3.4 Determine method of receiving reminder |
| Goal of task | Identify the best method for receiving the event reminder |
| Sub-unit of | 2.3 Create event reminders |
| Sub-tasks that define task |  |
| Input / actions required from user | Information about the event (some methods may be more appropriate for some types of events) |
| Perceivable output / results occurring from user | A selected method of receiving a reminder for future events prior to their occurrence |
| Required non-interface functions |  |
| Other |  |

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| Task | 2.3.5 Record event reminder |
| Goal of task | Create a reminder for a future event intended to be received prior to the event’s occurrence |
| Sub-unit of | 2.3 Create event reminders |
| Sub-tasks that define task | 2.3.5.1 Specify event details  2.3.5.2 Specify reminder date |
| Input / actions required from user | Information about the event, and the date and time to set a reminder |
| Perceivable output / results occurring from user | The reminder is recorded and set to remind the user about the specified event |
| Required non-interface functions |  |
| Other |  |

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| Task | 2.3.5.1 Specify event details |
| Goal of task | Add details to the reminder specific to the future event to facilitate recollection of the event |
| Sub-unit of | 2.3.5 Record event reminder |
| Sub-tasks that define task |  |
| Input / actions required from user | Details regarding the specified future event |
| Perceivable output / results occurring from user | The reminder will include details specific to the event |
| Required non-interface functions | The user must predict and supply an adequate amount of detail to facilitate recollection of the event upon receiving the reminder |
| Other |  |

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| --- | --- |
| Task | 2.3.5.2 Specify reminder date |
| Goal of task | Determine the date and time to receive the reminder |
| Sub-unit of | 2.3.5 Record event reminder |
| Sub-tasks that define task |  |
| Input / actions required from user | Selection of a future date and time preceding the specific event’s occurrence |
| Perceivable output / results occurring from user | Future date and time selected preceding the specific event’s occurrence |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 2.4 Receive event reminders |
| Goal of task | Be reminded of future planned events with suitable time for preparations |
| Sub-unit of | 2. Remember events |
| Sub-tasks that define task |  |
| Input / actions required from user | Creation of the event reminder prior to the event’s occurrence. |
| Perceivable output / results occurring from user | The user will notice the reminder and be reminded of the upcoming event |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 3. Share events |
| Goal of task | Share specific event details with one or more recipients via a specified method |
| Sub-unit of | Manage personal time |
| Sub-tasks that define task | 3.1 Find desired events  3.2 Determine recipient(s)  3.3 Choose method for sharing  3.4 Contact recipient(s)  3.5 Give recipient(s) event details |
| Input / actions required from user | Identification of desired recipient(s), planned event details, and a method of contact accessible to the user and recipient(s) that facilitates the sharing of specific event details. |
| Perceivable output / results occurring from user | The event will be shared with a selected recipient by the selected method |
| Required non-interface functions |  |
| Other |  |

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| --- | --- |
| Task | 3.1 Find desired events |
| Goal of task | Locate the event(s) that are to be shared |
| Sub-unit of | 3. Share events |
| Sub-tasks that define task | See task 1.5.1, “Find desired events” |
| Input / actions required from user | Details about the desired event |
| Perceivable output / results occurring from user | A list of events to share with a recipient |
| Required non-interface functions |  |
| Other |  |

|  |  |
| --- | --- |
| Task | 3.2 Determine recipient(s) |
| Goal of task | Choose one or more recipients with whom to share event details |
| Sub-unit of | 3. Share events |
| Sub-tasks that define task |  |
| Input / actions required from user | The identification of the recipient(s) |
| Perceivable output / results occurring from user | Identification of the individual(s) desired to inform of specific event details |
| Required non-interface functions | Recipients must exist |
| Other |  |

|  |  |
| --- | --- |
| Task | 3.3 Choose method for sharing |
| Goal of task | Select a method to facilitate sharing of event details with the desired recipient(s) |
| Sub-unit of | 3. Share events |
| Sub-tasks that define task |  |
| Input / actions required from user | Information about the recipient(s) (some recipients may desire a certain sharing method over others) |
| Perceivable output / results occurring from user | A chosen method for sharing the event(s) |
| Required non-interface functions | The user must choose a method for sharing event details that is accessible to the desired recipient(s) |
| Other |  |

|  |  |
| --- | --- |
| Task | 3.4 Contact recipient(s) |
| Goal of task | Connect with the individual(s) in a method that facilitates sharing of event details. |
| Sub-unit of | 3. Share events |
| Sub-tasks that define task |  |
| Input / actions required from user | The contact information of the recipient(s) with regards to the method of contact. |
| Perceivable output / results occurring from user | Contact established with the recipient(s) |
| Required non-interface functions | The recipient(s) must acknowledge and accept the user’s attempt(s) of contact. |
| Other | They will be notified via the selected method |

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| --- | --- |
| Task | 3.5 Give recipient(s) event details |
| Goal of task | Provide the recipient(s) with details of the user’s planned event(s) they wish to share. |
| Sub-unit of | 3. Share events |
| Sub-tasks that define task |  |
| Input / actions required from user | The user must successfully transfer the details of planned event(s) to the specified recipient(s) |
| Perceivable output / results occurring from user | The user-specified recipient(s) will receive details of specific events planned by the user. |
| Required non-interface functions |  |
| Other |  |