

Features List

UI Element	Position	Description	Features Required
Register	Navbar	Create User	1. Sign up form a) Sign up by email ID b) Password c) Repeat Password d) Already a User? Sign in
Login	Navbar	User Login	2. Login Page a) Login by email ID b) Password c) Forgot password? Click here to generate new
Logout	Navbar	User Logout	3. Alert: "Are you sure you want to logout?" 4. Logout on confirmation
Projects >	Navbar	View My Projects	5. Directs to My (Own) Projects List
Projects >	Navbar	View Assigned Projects	6. Directs to Assigned (Team 's) Projects List
Projects >	Navbar	Create Project	7. Directs to Create Project Page
Tasks >	Navbar	View My Tasks	8. Directs to My (Own) Tasks List
Tasks >	Navbar	View Assigned Tasks	9. Directs to Assigned (Team 's) Tasks List
Tasks >	Navbar	Create Task	10. Directs to Create Tasks Page
Notifications	Navbar	Displays how many unread notifications	11. On clicking takes user to notifications page
Settings	Navbar	Change User Info	12. User Profile Page a) Update password (click takes to reset password page) b) Update profile pic (upload button) c) Update department (menu driven, no typing) d) Update location (menu driven, no typing) e) Update contact number (number field)
Search	Navbar	Search Field	13. Normal search feature. Search targets need to be defined
Messages	Sidebar	Shows how many unread messages	14. On clicking opens a chat window (use third party) 15. Visual notification of a new message
Calendar	Sidebar	Calendar that shows trackables for the viewing window (default-week)	16. Clicking opens a weekly calendar by default. 17. Calendar has options to be changed to daily, weekly, monthly and annual version 18. Each version (except annual) shows the following: a) Projects (click takes to specific project page) b) Tasks (click takes to specific task page) c) Meeting (click takes to specific meeting page) 19. Trackables and meetings can be created from the calendar. Action button opens a new page 20. Visual notification of a new Calendar event
My Team >	Sidebar	Displays team members	21. Tree type navigation. Ability to send message, assign trackable, request update with one click.
My Page	Body	Dashboards	22. Dashboards to be defined
Create	Body	Create New	23. Projects inherit from a Goal or can be created new

UI Element	Position	Description	Features Required
Project		Project	<p>24. Goals which are 'Open' will show in the drop down list, in addition to a 'Own' category. Selecting on of them activates a form to enter project details</p> <p>25. Each Project needs to have at least one task. Save button will not be activated unless at least one task is added to the Project</p> <p>26. Following fields are required -</p> <ul style="list-style-type: none"> a) Project ID (will be auto generated. Not visible while creating) b) Project title c) End date (pick from calendar) d) Responsible (pop up. Allows adding multiple users) <p>27. '+' button allows adding tasks to the Project</p> <ul style="list-style-type: none"> a) Task ID will be auto generated. (Not visible while creating) b) Task title c) Task description d) Start Date (pick from calendar) e) End Date (pick from calendar) f) Responsible (pop up. Search and select users) g) Save h) Visibility of task can be restricted to only the assignees or allowed to all Project members i) Tasks created independent of projects will always have visibility restricted to assignees. <p>28. Project inherits start date and end date as the earliest and latest dates across child tasks.</p> <p>29. List of people working on a project is a cumulative of all people working on the tasks within the project</p> <p>30. Reporting managers will always have access to their teams' Projects and Tasks</p>
Create Task	Body	Create New Task	<p>31. Tasks inherit from a Project or can be created independently</p> <p>32. Projects which are 'Open' will show in the drop down list, in addition to an 'Own' category. Selecting one of them activates a '+' button to add tasks</p> <p>33. '+' Activates the task form fields</p> <ul style="list-style-type: none"> a) Task ID will be auto generated. (Not visible while creating) b) Task title c) Task description d) Start Date (pick from calendar) e) End Date (pick from calendar) f) Responsible (pop up. Search and select users) g) Save h) Visibility of task can be restricted to assignee or members of parent Project (if any). Reporting managers will always have access to their subordinates' tasks i) Tasks created independent of projects will always have visibility restricted to assignees.
Projects List Page	Body	View and Interact with Projects	<p>34. List of projects (say 10 per page, with Pagination)</p> <p>35. Details displayed</p> <ul style="list-style-type: none"> a) Project title b) Parent Goal (if any) c) Project description d) % completion e) No. Of tasks within the project f) Assigned to (non-interactive pop up on hover) <p>36. Sorting options</p> <ul style="list-style-type: none"> a) Sort by end date <ul style="list-style-type: none"> i. Defaults to most urgent end date first

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			<ul style="list-style-type: none"> ii. Option to reverse ordering b) Sort by % completion <ul style="list-style-type: none"> i. Defaults to least complete ii. Option to reverse ordering c) Sort by assigned date <ul style="list-style-type: none"> i. Defaults to newest first ii. Option to reverse ordering <p>37. Filtering options</p> <ul style="list-style-type: none"> a) Filter projects starting within a date range (pick from Calendar) b) Filter projects ending within a date range (pick from Calendar) c) Filter projects by assignor (pick from dropdown) d) Filter projects by completion (pick from min and max dropdowns) e) Filter by Status - Completed / In Progress / Aborted <p>38. Option to abort project will not be provided on this page, to prevent user from deleting the wrong project based on a similar sounding title or description</p> <p>39. Clicking on a project takes to detailed Project Page</p> <p>40. Clicking on 'Create New' redirects to 'Create Project' Page</p>
Tasks List Page	Body	View and Interact with Tasks	<p>41. List of tasks (say 10 per page, with Pagination)</p> <p>42. Details displayed</p> <ul style="list-style-type: none"> a) Task title b) Parent Project (if any) c) Task description d) % completion e) Assigned to (non-interactive pop up on hover) <p>43. Sorting options</p> <ul style="list-style-type: none"> a) Sort by end date <ul style="list-style-type: none"> i. Defaults to most urgent end date first ii. Option to reverse ordering b) Sort by % completion <ul style="list-style-type: none"> i. Defaults to least complete ii. Option to reverse ordering c) Sort by assigned date <ul style="list-style-type: none"> i. Defaults to newest first ii. Option to reverse ordering <p>44. Filtering options</p> <ul style="list-style-type: none"> a) Filter tasks starting within a date range (pick from Calendar) b) Filter tasks ending within a date range (pick from Calendar) c) Filter tasks by assignor (pick from dropdown) d) Filter tasks by completion (pick from min and max dropdowns) e) Filter by Status - Completed / In Progress / Aborted <p>45. Option to abort task will not be provided on this page, to prevent user from deleting the wrong project based on a similar sounding title or description</p> <p>46. Clicking on Task redirects to detailed Task page</p> <p>47. Clicking on 'Create New' redirects to 'Create Task' page</p>
Detailed Project View	Body	View and interact with Project components	<p>48. Displays the following prominently</p> <ul style="list-style-type: none"> a) Project Title b) Project Description c) Start Date d) End Date e) % Completion f) List of people working on the project <p>49. Displays tasks within a project</p> <p>50. Everyone within the project sees all the tasks, unless visibility is restricted</p> <p>51. Interaction with tasks is identical to Tasks list page. Sorting and filtering</p>

UI Element	Position	Description	Features Required
			<p>displays results only for tasks within the Project</p> <p>52. Clicking on a Task opens the Task Details page. For more details on features of the this page refer the ' Detailed Task View ' section</p> <p>53. User can create a meeting invite from the Project Details page</p> <p>54. Projects can be attached to a goal (if not already done) or reattached to a different Goal)</p> <ol style="list-style-type: none"> Anyone can attach a new Project to an existing Goal. If attaching a new Project to a Goal, an approval message will be triggered to the Goal Creator After approval by Goal Creator the Project will be active Only Goal creator can reattach a Project to different Goal <p>55. Project can be aborted only from the Project Details page.</p> <ol style="list-style-type: none"> Abort button throws an alert. Confirmation aborts the project. Aborting a Project aborts all child Tasks and associated meeting invites A Project abort action triggers an action call to the parent Goal creator (if any). On approval, the Project gets aborted Similarly a Project assigned by a manager or Co-worker require approval for aborting . In other words, only self created Projects, not attached to any Goal can be deleted directly. <p>56. Adding new task from within the Project Page opens Create Task Page</p> <ol style="list-style-type: none"> Such tasks will inherit Project details from parent task and there will be no option to select ' Own ' Tasks to be created as defined earlier If end date of new task is greater than the current end date of the project, the end date of the project gets updated to reflect the new extended date. New users added to the task should get populated in the Project team list <p>57. Task can be aborted from the Project Details page:</p> <ol style="list-style-type: none"> If the Task with the last ' end date ' is aborted, the ' end date ' of the parent Project (if any) gets updated to the ' end date ' of the now last to be completed task Similarly if a user was assigned only to the aborted task, the user should get deleted from the Project team list
Detailed Task View	Body	View and interact with Task components	<p>58. Displays the following prominently</p> <ol style="list-style-type: none"> Task Title Task Description Start Date End Date % Completion List of people working on the task <p>59. User can create a meeting invite from the Task Details page</p> <p>60. Contains a slider widget to change task completion %</p> <p>61. Tasks can be aborted and added. Tasks cannot be deleted</p> <ol style="list-style-type: none"> ' Abort ' pops a confirmation alert A Task abort action triggers an action call to the parent Project creator (if any). On approval, the Task gets aborted Similarly a Task assigned by a manager or co-worker require approval for aborting . In other words, only Tasks which are self created Tasks and not attached to any Project can be deleted directly. <p>62. A Task can be aborted only from the Task Details page.</p> <ol style="list-style-type: none"> Abort button throws an alert. Confirmation aborts the project. Aborting a Task deletes all associated Meeting invites

UI Element	Position	Description	Features Required
			<p>63. Tasks can be assigned to a project (if not already done) or reassigned to a different project</p> <ul style="list-style-type: none"> a) Anyone can attach a new Task to an existing Project b) If attaching a new Task to a Project, an approval message will be triggered to the Project Creator c) After approval by Project Creator the Task will be active d) Only Project creator can reattach an existing Task to different Project. This will require approval from the creator of the target Project e) Once a Task is attached to a Project, it cannot be aborted without the approval of the Project creator <p>64. Adding new task opens Create Task Page and works normally</p>
Admin	Body	Admin Privileges	<p>65. Add / Delete users</p> <ul style="list-style-type: none"> a) Email ID b) Password (temporary) c) Repeat temporary password d) Department e) Reporting Manager f) Team g) Location h) Contact number <p>66. When roles are being taken over by another user, the admin should be able to transition all trackables to the new user without loss of information</p> <ul style="list-style-type: none"> a) Unable to delete user as long as trackables / team members are not transitioned b) Should be able to block user any time after instruction from User's reporting manager
Notifications	Navbar	Notifications for activities	<p>67. Notifications should be visible for:</p> <ul style="list-style-type: none"> a) Any change in the trackable of which user is a part: <ul style="list-style-type: none"> i. Addition / deletion of user ii. Modification in dates iii. Approval / Rejection of request iv. Modification to status of a trackable v. Trackable is aborted b) New trackable assigned
Chat	Inline Window	All Chat activity	<p>68. One to one chats</p> <p>69. Group Chats</p> <p>70. Chat functionalities:</p> <ul style="list-style-type: none"> a) Attach chat to a trackable b) Chats can only be deleted from own device but not for all c) Chats can be archived d) Share attachments via chat e) Attachment size will be automatically reduced while sharing f) All new users added to the organization automatically get added to address book of the
Reports	Navbar	Custom Reports	<p>71. Generate downloadable reports</p>
Dashboard	Body	Custom Dashboard	<p>72. Visual representation of trackables progress, bottlenecks, pending approvals etc</p> <p>73. 'Day at a glance' - schedule for the day, along with color codes depicting the priority of the task</p> <p>74. Team's health monitor - Single pictorial for each team member showing how they are progressing with respect to their trackables, what is their workload</p>