

# **TASK MANAGEMENT**

## **1. Introduction :-**

The project will help a lot to the companies whose employees are doing work from home especially in the time of Pandemic like COVID -19.

In Task Management project there would be a portal for companies to assign task to their employees, and to review how much time and work is spent on a particular task by that team member and also they can use it for billing purpose for their clients. It may also allow HR to assign employees to a particular team which have a team leader and those employees would work in guidance of that leader.

The task management website would be very helpful for the software and Multinational companies to review their employee's performance, and would also store the amount of work and time spent on various project of the client and accordingly the billing process can be done.

## **2. List of Features :-**

- Employee can login and sign-out when his work is done, and his total time spent on that project is stored to the data base.
- HR can assign employees to some team and that team would have a team leader.
- The Team leader will assign small task and those task need to be completed by the team members.
- The team members can mark the task completed when they are done with that and it would be marked completed in database.
- Company can see the employee's performance and can give appraisal.

### **3. Market Survey :-**

I did market survey on web and found some websites which have similar goal as of mine.

Eg:-

#### **1. Teamwork:-**

([www.teamwork.com](http://www.teamwork.com))

Teamwork is a work and project management tool that helps in-house & remote teams improve collaboration, visibility, accountability and ultimately results.

This software has lot of similar features as of mine project, but it is made for team purpose to arrange their work and to catch their deadlines.

#### **2. Trello**

([www.trello.com](http://www.trello.com))

Trello lets you work more collaboratively and get more done. Trello's boards, lists, and cards enable you to organize and prioritize your projects in a fun, flexible, and rewarding way.

This software lets you manage your task and to remove those task which are completed. My project have more features then just arranging task. The features are much broader and trello is just a part of it.

### 3. ClickUp

([www.clickup.com](http://www.clickup.com))

Click is used to Plan projects, schedule tasks, and manage your resources in a centralized workspace where you can communicate and collaborate with team members and guests. Stay organized and on track to meet your projections by delegating tasks and keeping notes.

This software is lot similar to what I have proposed, It has lot of features and is quite good, but it lacks tracking performance of the particular employee and billing process for company.

### 4. Asana

(<https://asana.com/uses/task-management>)

Similar to the Task management and have some extra features, and have good sytling and user interface.

Is similar to the project propose with some features changed.

## 5. PorjectManager

( <https://www.projectmanager.com/task-management>)

Have features to control the employees through this software, can guide employees for there completions and deadlines, etc. quite similar to Task management software what we have proposed.

### **References:-**

- [www.teamwork.com](http://www.teamwork.com)
- [www.trello.com](http://www.trello.com)
- [www.clickup.com](http://www.clickup.com)
- <https://asana.com/uses/task-management>
- <https://www.projectmanager.com/task-management>