# Action Tracker Module Design Document

## 1. Purpose

The Action Tracker module provides position-specific overviews of open action items—such as pending approvals, assistance requests from teams, and outstanding tasks—enabling each ICS role to monitor and manage their assignments in real time.

## 2. Scope & Placement

- \*\*Parent Module:\*\* Operations (or Planning, configurable)  
- \*\*Submodule:\*\* Action Tracker  
- \*\*Accessible To:\*\* All positions, with role-based filtering and permissions

## 3. User Roles & Permissions

- \*\*Command:\*\* View aggregate status across all positions; escalate or reassign  
- \*\*Planning:\*\* Track tasking requests and resource approvals  
- \*\*Operations:\*\* Monitor team assistance requests; mark tasks complete  
- \*\*Logistics:\*\* Oversee equipment/supply approvals; coordinate support  
- \*\*Communications:\*\* Receive alerts on new action items; broadcast updates

## 4. Data Model

|  |  |  |
| --- | --- | --- |
| Field | Type | Description |
| Action ID | UUID | Unique identifier |
| Title | Text | Short summary of the action |
| Description | Text | Detailed notes |
| Requesting Team/Unit | Text | Originating team or section |
| Assigned Position | Enum | Role responsible (Command, Operations, etc.) |
| Status | Enum | Pending Approval, In Progress, Complete |
| Priority | Enum | Low, Medium, High, Critical |
| Created At | DateTime | Timestamp |
| Due Date | DateTime | Deadline |
| Related Document/Form | Link/File | Reference to ICS form or doc |

## 5. UI Design

- \*\*Dashboard View:\*\* Table of open actions with columns for each field above  
- \*\*Filters & Tabs:\*\* Filter by Assigned Position, Status, Priority, Due Date  
- \*\*Action Detail Panel:\*\* Side panel to view/edit full details and add comments  
- \*\*Quick Actions:\*\* Buttons to Approve, Reassign, Escalate, Close

## 6. Notifications & Alerts

- \*\*In-App:\*\* Highlight new or overdue actions on login  
- \*\*Optional Reminders:\*\* Email/popup reminders before due dates

## 7. Integration Points

- \*\*Personnel & Teams Database:\*\* Populate Requesting Team and Position lists  
- \*\*Forms Module:\*\* Link Related Document/Form field to Module 11  
- \*\*Strategic Tasks Module:\*\* Sync planned tasks as action items

## 8. Next Steps

1. Review data model with stakeholders  
2. Wireframe the dashboard and detail views  
3. Define API endpoints under `backend/modules/operations/action\_tracker`  
4. Implement frontend components in Electron UI under the Operations section  
5. Write unit tests and user acceptance criteria