# Automated Task Management System

## A. Executive Summary

This project intends to create an Automated Task Management System that will streamline and improve access to assignments, quizzes, exams, and tracking inside an organization. The system will increase efficiency, decrease manual errors, and boost overall production.

## B. Business Objectives

1. **Business Need/Opportunity/Objectives**

**Business Need:** The business need arises from the challenges caused by the increasing complexity of task management, which results in inefficiencies and delays. This includes issues with assigning tasks, tracking progress, and ensuring timely completion.

**Opportunity:** The opportunity is to overcome these difficulties by creating an automated task management system. Automation can help to streamline procedures, decrease manual errors, and increase overall efficiency.

**Objectives:** To implement an Automated Task Management System to streamline internal procedures and improve productivity.

* Increase task completion efficiency by 20%.
* Reduce manual errors in task assignment and tracking by 15%.
* Enhance collaboration and communication among users.

1. **Product Description (Solution)**

The proposed solution is the development of online platform with the following features:

* **User-friendly task assignment interface**: The system is designed to have an intuitive and user-friendly interface to make it easy for users to assign tasks efficiently.
* **Real-time tracking and status updates:** Users can track the progress of tasks in real-time, ensuring transparency and providing up-to-date information on task status.
* **Automated notifications and reminders:** The system will automatically send notifications and reminders to users, helping them stay informed about upcoming tasks and deadlines.

Benefits:

* **Enhanced task completion efficiency**: The automation of task management procedures will result in a more effective workflow, requiring less time and effort to access tasks.
* **Reduced human mistake risk:** Automation reduces the possibility of human error in manual task management, which boosts accuracy and dependability.
* **Improved communication:** The system offers a centralized platform for task assignment and tracking, which promotes improved communication between the stakeholders.

Project success criteria:

* **Improvement in task completion:** A 20% improvement in the efficiency of completing tasks compared to the previous manual processes.
* **15% reduction in manual errors:** A 15% reduction in manual errors, emphasizing the system's impact on accuracy**.**
* **Feedback from end-users:** Positive feedback from end-users anduser satisfaction is crucial for the success of the project.

1. **Deliverables**

Deliverables includes:

**Automated Task Management System:** The core deliverable, comprising a user-friendly interface for task assignment, real-time tracking, and automated notifications.

**User Documentation:** Comprehensive documentation to guide users on system functionality and usage.

**Testing System:** A set of testing procedures and tools to ensure the reliability and accuracy of the Automated Task Management System.

**Implementation of a Database Adapter:** Integration of a database adapter to facilitate seamless data interaction within the system.

Deliverables excludes:

**Mobile Applications:** Developing mobile apps for the iOS or Android operating systems is not part of the project's scope. It is just concerned with the web platform.

**Localized Versions:** The original project will not include translating or adapting the website to other languages or geographical areas.

**Servers:** Acquisition or setup of servers for hosting the Automated Task Management System is not within the scope of this project.

## C. Project Description

1. **Scope**

The scope of the Automated task management project encompasses the following key functionalities and features:

**Includes:**

* User registration and authentication.
* Task creation, assignment, and tracking.
* Notification and reminder system.
* Reporting and analytics dashboard.

**Does Not Include:**

* Integration with third-party applications.
* Custom features beyond the defined scope.

1. **Completion Criteria**

The effective creation and functionality of important deliverables, as well as their compliance with stated characteristics and standards, will serve as the project's completion criterion for this phase. Completion criteria include:

**Fully Functional Website:** The primary deliverable is a fully functional website that can be accessed using typical web browsers. It should be simple to use, quick to respond, and dependable.

**User Authentication System:**

* Successfully register new accounts.
* Securely log in and out of accounts.
* Meets user authentication and data privacy standards for safe data storage and transmission.
* User credentials are encrypted.

**User Acceptance Testing Approval:** Before final implementation, the system must undergo thorough testing by end-users to ensure it meets their requirements and expectations. Approval from users indicates successful testing.

**Documentation Completion:** All necessary documentation, including user manuals and technical documentation, must be completed to support the system's ongoing use and maintenance.

1. **Measures of Project Success**

**Percentage Increased Task Completion Efficiency:** This metric assesses the speed and efficiency with which tasks are completed utilizing the new system, as opposed to old manual or inefficient techniques.

**Percentage Reduction in Manual Errors:** The project's success will be determined by the reduction in errors associated with assigned tasks and tracking, demonstrating the system's correctness and reliability.

**User Satisfaction Ratings:** Feedback from end users, obtained through surveys or other ways, will provide a qualitative indicator of the system's ability to meet user demands and expectations. A high satisfaction level indicates a successful endeavor.

## D Project Member Signatures

I have reviewed the information contained in this document and agree with the project proposal.

RAVI 19 January 2024

Signature Date

P. J. Patel 19 January 2024

Signature Date

Khushi Bishnoi 19 January 2024

Signature Date

Sakshi Shingala 19 January 2024

Signature Date

Dilakshan Sivaruban 19 January 2024

Signature Date

Chamara Bambara Kotuwage 19 January 2024

## Project Approval Form

I, Hao Lac, have reviewed the information contained in this document and approve the project proposal.

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Signature Date