

TASK MANAGEMENT SYSTEM – FULL DOCUMENTATION

1. Introduction

The Task Management System (TMS) is an internal organizational platform designed to streamline project work, task assignments, productivity tracking, employee management, and overall workflow automation. The system hosts three roles: Admin, Manager, Employee. Each role has different permissions and dashboard views, enabling secure and structured work management.

2. System Architecture Overview

Role-Based Access:

Admin – Full access to everything.

Manager – Access to their team, projects, and assigned tasks.

Employee – Access to own tasks, meetings, and profile.

3. Admin Module Documentation

3.1 Admin Dashboard

- Total Projects (Completed / Pending / Cancelled)
- Total Tasks (Assigned / In-Progress / Completed / Overdue)
- Meetings Today / Upcoming
- Employee Count
- Manager Count
- Department-wise Statistics
- Daily, Weekly, Monthly Productivity Chart

3.2 Project Management (Admin)

Admin can create projects:

- Project Name, Description
- Start/End Dates
- Priority (High, Medium, Low)
- Assign Manager
- Attach Documents

Admin can edit, delete, and monitor project timelines, milestones, and all tasks under them.

3.3 Task Management (Admin)

Admin can:

- Create tasks
- Assign to manager or employee
- Monitor progress
- Reassign tasks
- View delays and overdue tasks
- Add notes & attachments

3.4 Meeting Management

Admin can:

- Schedule organization-wide meetings
- Department meetings
- One-time or recurring meetings
- View attendance
- Send reminders

3.5 Calendar Module (Admin)

Shows:

- All employee tasks
- All meetings
- Deadlines

- Holidays

Filters: By employee, department, project, date range.

3.6 Reports Module (Admin)

Admin gets reports:

- Project Status Report
- Employee Performance Report
- Task Completion Report
- Overdue Tasks Summary
- Manager Efficiency Report
- Monthly Productivity Graph
- Resource Utilization Report
- Yearly Summary Report

Download formats: PDF, Excel, CSV.

3.7 User Management (Admin)

Admin can:

- Create/Edit/Delete users
- Assign roles: Manager / Employee
- Activate / Deactivate accounts
- View employee history
- Reset passwords

3.8 Profile Management (Admin)

Admin can update:

- Name, Email, Phone, Address
- Department
- Profile Picture
- Password

3.9 Ratings & Performance (Admin)

Admin can rate managers and employees based on:

- Speed of task completion
- Work quality
- Meeting attendance
- Punctuality
- Yearly productivity score

4. Manager Module Documentation

4.1 Manager Dashboard

Shows:

- Projects assigned
- Tasks received from Admin
- Tasks assigned to employees
- Team members list
- Productivity report
- Daily/Weekly completion rates
- Upcoming meetings

4.2 Projects (Manager)

Manager can:

- Create team-level projects
- View/update timelines
- Assign tasks under project
- Upload documents
- Submit project reports to admin

4.3 Task Management (Manager)

Manager can:

- View tasks given by Admin
- Break tasks into subtasks
- Assign tasks to team members
- Track progress
- Reassign tasks
- Add internal notes
- Track delayed/overdue tasks
- Approve/reject submissions

4.4 Team Management (Manager)

Manager can view only their team:

- Tasks
- Performance
- Attendance (if integrated)
- Daily updates
- Completed work history

4.5 Meetings (Manager)

Manager can:

- Create team meetings
- View admin meetings
- Share agenda
- Send reminders

4.6 Calendar (Manager)

Shows:

- Team tasks
- Team meetings
- Manager's meetings

Managers can schedule team events.

4.7 Reports (Manager)

Manager gets:

- Team productivity reports
- Task completion analysis
- Project progress
- Employee-wise performance
- Daily team summary

4.8 Profile & Ratings

Manager can:

- Edit profile
- View admin-rated score
- Rate employees under them

5. Employee Module Documentation

5.1 Employee Dashboard

Shows:

- Tasks assigned
- Pending/Completed tasks
- Today's meetings
- Calendar
- Performance score

5.2 Task Management (Employee)

Employees can:

- View tasks
- Update progress
- Upload files
- Add comments
- Mark as completed
- Request deadline extension

Statuses:

- To Do
- In Progress
- Awaiting Approval
- Completed
- Overdue

5.3 Meetings (Employee)

Employee can:

- View upcoming meetings
- Attend meetings
- View agenda
- Get reminders

5.4 Calendar (Employee)

Shows:

- Tasks
- Meetings
- Deadlines

5.5 Reports (Employee)

- Monthly summary
- Completed tasks report
- Performance rating
- Meeting attendance

5.6 Profile Management (Employee)

Employee can:

- Edit name, phone, email
- Update profile picture
- Change password
- View manager details

6. System Features (Technical)

- Notifications (Email + In-App + Push)
- Activity Logs (Role-based visibility)
- Security (RBAC, JWT, Encryption)
- File Uploads (PDF, Images, Docs)

7. Future Enhancements

- In-app chat
- Automated time tracking
- AI-based performance scoring
- OCR for document reading
- Biometric attendance integration