**Project Planning & Management**

1. **Project Proposal**  
   Overview: This project aims to develop a **Task Management System** that allows users to create, manage, and track tasks efficiently.

**Objectives:**

* Enable users to create, update, and delete tasks.
* Implement task categorization, priority levels, and due dates.
* Provide filtering and searching functionalities.
* Use React (frontend) and Node.js/Express with MongoDB (backend).

**Scope:**

* Authentication using email/password and Google login.
* Responsive and user-friendly UI.

**2. Project Plan**  
**Timeline (Gantt Chart):**

| **Week** | **Task** |
| --- | --- |
| 1 | Project setup, wireframing |
| 2 | Core feature development (task creation, deletion, etc.) |
| 3 | Task filtering, sorting, search |
| 4 | UI enhancements, deployment, documentation |

**Milestones & Deliverables:**

* Week 1: Basic layout, wireframes
* Week 2: Task management core features
* Week 3: Filtering, search functionality
* Week 4: UI completion, deployment, documentation

**Resource Allocation:**

* **Frontend Development:** React, Redux
* **Backend Development:** Node.js, Express, MongoDB
* **Database Management:** MongoDB
* **UI/UX Design:** Figma

**3. Task Assignment & Roles**

| **Name** | **Responsibilities** |
| --- | --- |
| Rawan | Design and oversee the entire project, backend integration |
| Hagar | Implement UI, make edit & delete work |
| Sajy | Develop APIs, backend integration |
| Malak | Work on UI with Hagar, implement filters |

**4. Risk Assessment & Mitigation Plan**

| **Risk** | **Impact** | **Mitigation Strategy** |
| --- | --- | --- |
| Delays in development | High | Set clear deadlines, use Agile sprints |
| Database failure | Medium | Implement backups, use cloud storage |
| Security vulnerabilities | High | Use authentication, validate inputs |
| Poor UI/UX | Medium | Gather user feedback, iterative design |

**5. KPIs (Key Performance Indicators)**

* **Response Time:** API response time < 500ms.
* **System Uptime:** 99% availability.
* **User Adoption Rate:** At least 100 users in first month.
* **Bug Resolution Time:** 90% of bugs fixed within 24 hours.