

Time Management Software (TMS)} for a company: (Rough Requirements)

The company needs the TMS tool for efficient time management for its executives.

The software should let the executives register their daily appointment schedules. The information to be stored includes person(s) invited for a meeting, venue of the meeting, the time and duration of the meeting, and the purpose (e.g. for a specific project work). When a meeting involving many executives needs to be organized, the system should automatically find a common open slot in the diaries of the concerned executives, and make relevant entries in the diaries of those executives. It should also inform the concerned executives about the scheduled meeting through e-mail. If no common slot is available, TMS should help the secretary to rearrange the appointments of the executives in consultation with the concerned executives for making room for a common slot. To help the executives check their schedules for a particular day the system should have a very easy-to-use graphical interface. Since the executives and the secretaries have their own desktop computers, the time management software should be able to serve several remote requests simultaneously. Many of the executives are relative novices in computer usage. Everyday morning the time management software should e-mail every executive his appointments for the day. Besides registering their appointments and meetings, the executives might mark periods for which they plan to be on leave. Also, executives might plan out the important jobs they need to do on any day at different hours and post it in their daily list of engagements. Other features to be supported by the TMS are the following: TMS should be able to provide several types of statistics such as which executive spent how much time on meetings. For which project how many meetings were organized for what duration and how many man-hours were devoted to it. Also, it should be able to display on the whole during any given period of time what fraction of time on the average each executive spent on meetings.