Project Collaboration Tool

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Author(s): Rosary Abilash M

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1. Objective and Scope

The objective of the project collaboration tool is to streamline project management processes, foster team collaboration, and enhance productivity by providing essential features such as user management, document sharing, time tracking, and communication tools.

The scope of the product includes the following basic features:

- The Product allow users to register, login, and manage their profiles. Implement role-based access control (RBAC) to assign permissions to users.
- The Source system enables users to create new projects, set goals, and define project details. Provide project management features such as task assignment, deadlines, and progress tracking.
- Allow users to upload, share, and collaborate on project documents and files. Implement version control to track changes and revisions.
- Enable users to track time spent on tasks and projects. Generate timesheets for reporting and analysis purposes.
- Facilitate real-time messaging between team members. Provide options for video calls, file sharing, and group discussions.
- Generate reports on project progress, task completion rates, and user activity. Visualize project data through charts, graphs, and dashboards.
- Allow users to customize project settings, workflows, and notifications. Provide flexibility to adapt the tool to the specific needs of each project and team.

2. Project End Users

The project end users are the individuals or groups who will interact with and benefit from the project collaboration tool.

2.1Administrators

Responsible for managing user accounts, project permissions, and collaboration settings within the system. Have the authority to create, edit, or delete user accounts, assign roles and permissions, and configure system-wide settings. Utilize advanced features such as reporting and analytics to monitor project performance and user activity.

2.2Project Manager

Oversee and coordinate the execution of projects within the collaboration tool. Create and assign tasks, set project milestones, and monitor progress towards project goals. Use communication tools to facilitate collaboration among team members and resolve issues in real-time.

2.3Team Members

Actively participate in project execution by completing assigned tasks, collaborating with teammates, and sharing project-related documents and files. Use the collaboration tool to track time spent on tasks, update task statuses, and communicate progress to project managers and team members.

2.4Clients

Access project-related information and updates through the collaboration tool. Provide feedback, review project deliverables, and communicate with project managers and team members. Monitor project progress and timelines to ensure alignment with business objectives and expectations.

3. Features

3.1User Management

User Registration:

Provide a user-friendly registration form where individuals can sign up for the collaboration tool by entering essential information such as their full name, email address, and desired username.

Specify password requirements such as minimum length, inclusion of special characters, and complexity to enhance security and protect user accounts from unauthorized access.

User Login:

Implement authentication mechanisms such as password hashing to securely verify users' identities during the login process. Include a "Remember Me" feature to allow users to stay logged in across sessions, enhancing user convenience.

User Accounts Management:

Allow administrators to create new user accounts, edit existing account details (such as email address or role), and deactivate or suspend accounts when necessary (e.g., for inactive users or security reasons).

Enable administrators to assign roles and permissions to user accounts based on their responsibilities and access needs within the collaboration tool.

3.2Project Creation and Management

Create New Projects:

Offer users a dedicated form or interface where they can initiate the creation of new projects within the collaboration tool. Prompt users to input essential project information such as project name, description, and objectives to provide context and clarity to team members.

Allow users to customize project settings according to their specific requirements, including options for setting project start and end dates, defining project milestones, and specifying project goals.

Assign Tasks:

Enable project managers or team leads to create tasks within each project and assign them to individual team members based on their roles, skills, and availability.

Deadline Setting:

Allow task creators to set deadlines or due dates for each task to establish clear timelines and expectations for completion.

Task Progress Tracking:

Provide tools and interfaces for team members to update task statuses, mark tasks as completed, and provide progress updates in real-time.

Milestone Monitoring:

Implement features to define project milestones or checkpoints and track progress towards achieving these milestones to ensure that the project stays on track and aligned with its objectives.

Visual Task Boards:

Provide visual representations of tasks and their statuses using Gantt charts to enhance visibility and facilitate project monitoring and management.

3.3Document Management

Upload, Share, and Collaborate:

Provide users with a centralized repository where they can upload and store documents and files relevant to the project, including design mockups, reports, spreadsheets, presentations, and more.

Allow users to control access to documents by setting permissions and sharing settings, specifying who can view, edit, or delete documents within the collaboration tool.

Version Control:

Implement version control mechanisms to track changes and revisions made to documents over time, maintaining a history of edits and updates.

Provide users with access to a detailed revision history that includes information such as the date and time of each revision, the user who made the changes, and a summary of the modifications.

3.4Time Tracking

Track Time Spent on Tasks and Projects:

Provide users with an intuitive interface where they can easily log the time spent on individual tasks or projects. Allow users to enter time manually by specifying the start and end times or duration of each task. Allow users to add notes or descriptions to time entries to provide context and detail about the work performed, enhancing clarity and transparency.

Generate Timesheets for Reporting:

Automatically generate timesheets based on the logged time entries for each user, providing an overview of their activities and contributions.

Include detailed information in timesheets such as task descriptions, dates, durations, and project affiliations, to understand how time was allocated and spent.

3.5Communication Tools

Provide a user-friendly chat interface that allows team members to communicate in real-time. Allow users to send direct messages to each other for private conversations, fostering collaboration and information exchange. Enable users to attach files and documents directly within chat conversations, making it easy to share important resources and information.