Proposal

For

Second Year Project

Bachelor of Science in Information Technology

Time Management

Submitted by

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Gyalpozhing College of Information Technology

Read carefully before filling the form.

1. Please do not alter the layout of the application form. Information must be filled in the spaces provided, under set format.

2. Guidance notes in various fields should not be deleted.

3. Required information should be duly filled in the specified fields.

4. Required heads/fields which are not relevant to the project should be marked **N/A** (Not Applicable) or left blank and should not be deleted.

GyalpozhingCollege of Information Technology

Guidelines and Forms

Submission Procedure

Duly filled proposal forms completed in all respects should be submitted in form of soft copy and a hard copy to project guide and project coordinator. On receipt of the applications the proposals will be evaluated by reviewer panel and proposal would then be defended by student groups. The project group may need to revise the proposal in light of the evaluator's recommendations.

For further information, please contact:

Project Coordinator

Mrs Sonam Wangmo
Sonamwangmo.gcit@rub.edu.bt

Bachelors of Science in Information Technology

GyalpozhingCollege of Information Technology

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Application for Final Year Project

1. Project Identification

A. **Reference Number:**
(for office use only)

B. **Project Title:**
Time Management

C. Project Internal Guide:

Name:	Mrs. Sonam Wangmo	
Designation:	Lecturer	
Organization:	GCIT	
Mobile # :	17391134	Tel. # :
Email:	sonamwangmo.gcit@rub.edu.bt	

C1. Project External Guide:

Name:	**NA**	
Designation:		
Organization:		
Mobile # :		Tel. # :
Email:		

C2. Student Group Lead:

Name:	Karma Tenzin	
Roll No:	12190057	
Department:	BScIT	
Mobile # :	17755316	Tel. # :
Email:	12190057.gcit@rub.edu.bt	

D. Organizations Involved in the Project:

(Please identify all affiliated organizations collaborating in the project, and describe their role/contribution to the project.)

D1. Industrial Organizations:

#	Organization Name	Role / Contribution
	NA	

D2. Academic Organizations:

#	Organization Name	Role / Contribution
	Gyalpozhing College of Information Technology	

D3. Funding Organizations:

#	Organization Name	Role / Contribution
	NA	

E. Key Words:

(Please provide a maximum of 5 key words that describe the project. The key words will be incorporated in our database.)

F. Research and Development Theme:

G. Project Status:

(Please mark ☑)

☑ New   ☐ Modification to previous Project

☐ Extension of existing project

H. Project Duration:

Expected Starting Date:	February 20,2021
Planned Duration in months:	5 Months

2. Scope, Introduction and Background of the Project

A. Scope of the Project: To develop a time management with following features:

System scope:

The time management app will also keep the timetable record for a particular student.

Time management app is and offline line app.

The features in the time management app are:

1. Day view: Day view will have the list of all the task that should be completed within the particular day.

2. Week view: The list of task that should be completed within the particular week will fall under week view.

3. The time management app will remind you task you have update in the app when it's time to do the task.

   CRUD OPERATION- User will create, read, update and delete the task and timetable when required.

User scope

The scope for the "Time management app" is within GCIT.

B. Introduction (Project Background and Literature Review, Current State of the Art):

(Detailed summary of what all has been done internationally in the proposed area quoting references and bibliography. Please note that this section demonstrates the depth of knowledge of the project team and builds the confidence of the evaluators about capability of the team in achieving the stated objectives.)
(Please describe the current state of the art specific to this research topic.)

Background
"Time management" is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high. Failing to manage your time damages your effectiveness and causes stress.

Therefore to avoid such problems Time management app is going to play a vital role as time management app will help anyone to manage time by giving notification when the task needs to be done at that particular time.

Literature Review:

1.The review of time management literature by Brigitte J.C. Claessens, Wendelien van Eerde and Christel G. Rutte:
The purpose of this article is to provide an overview for those interested in the current state-of-the-art in time management research. Design/methodology/approach – This review includes 32 empirical studies on time management conducted between 1982 and 2004.
Findings – The review demonstrates that time management behaviors relate positively to perceived control of time, job satisfaction, and health, and negatively to stress. The relationship with work and academic performance is not clear. Time management training seems to enhance time management skills, but this does not automatically transfer to better performance. Research limitations/implications – The reviewed research displays several limitations. First, time management has been defined and operationalised in a variety of ways. Some instruments were not reliable or valid, which could account for unstable findings. Second, many of the studies were based on cross-sectional surveys and used self-reports only. Third, very little attention was given to job and organizational factors. There is a need for more rigorous research into the mechanisms of time management and the factors that contribute to its effectiveness. The ways in which stable time management behaviors can be established also deserves further investigation. Practical implications – This review makes clear which effects may be expected of time management, which aspects may be most useful for which individuals, and which work characteristics would enhance or hinder positive effects. Its outcomes may help to develop more effective time management practices.

Originality/value – This review is the first to offer an overview of empirical research on time management. Both practice and scientific research may benefit from the description of previous attempts to measure and test the popular notions of time management.

App review

2. RescueTime Time Management and Digital Wellness

RescueTime for Android is an automatic productivity and time tracker that helps you understand and control the time spent on your Android device. Get rich insights into how you spend your day, build better habits, and beat distractions.

FEATURES:
- Invisible productivity and app-usage tracking for your full digital life.
- Set screen time goals and control your phone usage
- Keep all your daily goals front and center to help build better habits
- Log offline activities from your Android device
- Automatically go into do-not-disturb mode during FocusTime sessions

3. RescueTime Time Management and Digital Wellness

Anyone can use Dropbox to import and copy files to the cloud, as well as share them with others. Back up and sync your records, images, recordings, and other files to cloud storage so you can access them from anywhere. It's also simple to upload documents and transfer files—large or small—to families, colleagues, and coworker thanks to the advance sharing features.
FEATURES:
- Automatically upload videos and photos from your camera roll to cloud photo storage—all in the background—for easy video sharing and photo sharing.
- Access any file in your account—even offline—and preview over 175 different file types with no special software required.
- Easily send large files by copying and pasting a link you can give to anyone, even if they don't have a Dropbox account.
- Scan documents, receipts, IDs, photos, and more using your mobile device and transform them into high-quality PDFs, so you can view and send anywhere.
- Sync folders on your PC or Mac to Dropbox with computer backup, and recover older versions or restore deleted files with version history and file recovery.

C. Challenges:

User- friendly UI: Developing a user-friendly app is always a challenging task. With modern technology, there is always newer and better UI, of which we need to have the knowledge.

Network Issues: As our project requires network, we will face difficulties if the network

is not stable.

System failure: The system failure can occur during the time we are developing the application as to use android studio, maximum of 8gb laptop is required and we are short on that or even after the during the application is developed as sometimes there might be technical glitches because of which the framework cannot handle the processes on time.

D. Motivation and Need:

To help the students of GCIT to manage the time as almost all the college student are having tough time to manage time for studying, doing different kind of tasks such as, assignments, projects and even having time for co-curricular activities.

Procrastination is probably everyone's worst enemy. There is nothing more detrimental to your concentration and true potential than going around in circles and making excuses about not getting down to real work. Not only does it create a huge backlog but it also makes you feel guilty about not having started your work, especially if it is urgent. The best way to avoid this scenario is to devote a small amount of your time to start the task

Time management app will help the students to list all the required task in the app and give the time for their specific time to do the task and the Time management app will remind the particular student to do the particular task on time.

3.   Aim and Objectives of the Project

AIM : To make sure that students don't have problem while managing the time for their daily task.

OBJECTIVES :
- ❖ To launch app in the play store.
- ❖ To develop a Time management app.
- ❖ To help people to manage their time especially the students.
- ❖ To have a systematic time for all the task.

4. Methodology

A. **Development / Research / Test Methodology:**

(Please describe the technical details and justification of your development and research plan and test plan and testing strategies. Identify specialized equipment, facilities and infrastructure which are required for the project and their utilization plan. The block diagrams, system flow charts, high level algorithm details etc. have to be provided in this section. Also, describe the overall methodology to be used for the particular research topic)

General Methodology:

Problem statement:

Procrastination is probably everyone's worst enemy. Without having a systematic time for a task will hamper the time of the next task in everyone's life. Without having a time management, that person will not be able to do a particular task with his/her full dedication and concentration. Therefore, the time management app will be able to help a person to have a systematic time for his/her works including the time for their recreation.

Not being able to manage one's time effectively can directly increase his or her stress level.

Without having a planned time for every task can cause very heavy work in the last minute. .

When you cannot manage your time you are going to get distracted. If you don't manage your time you are likely to be pulled in a variety of directions and you are more likely to be distracted while doing and important work.

The SDLC model we are going to use is Iterative Waterfall Model.

The iterative waterfall model provides feedback path from every phase to its preceding phases and when errors are detected at later phase, these later paths allow correcting errors committed.
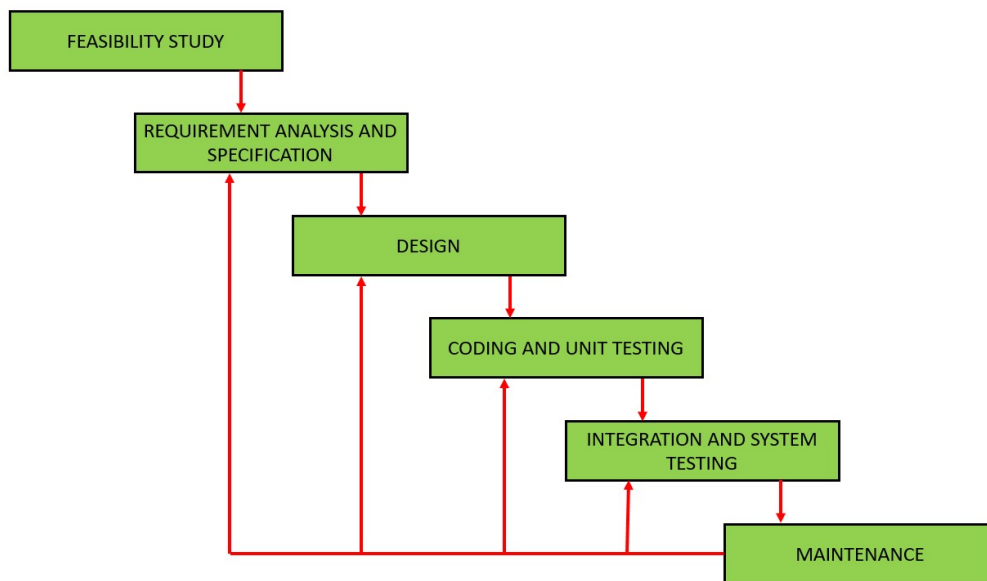

Figure 1: Iterative waterfall model

B. Project Team:

Title / Position	Number
Project Internal Guide	Mrs Sonam Wangmo
Project External Guide	
Student Team Members	Karma Tenzin
Others (please specify)	
Add more rows if required	

C. Project Activities:

(Please list and describe the main project activities, including those associated with the transfer of the research results to customers/beneficiaries. The timing and duration of research activities are to be shown in the Gantt chart in Section 8.)
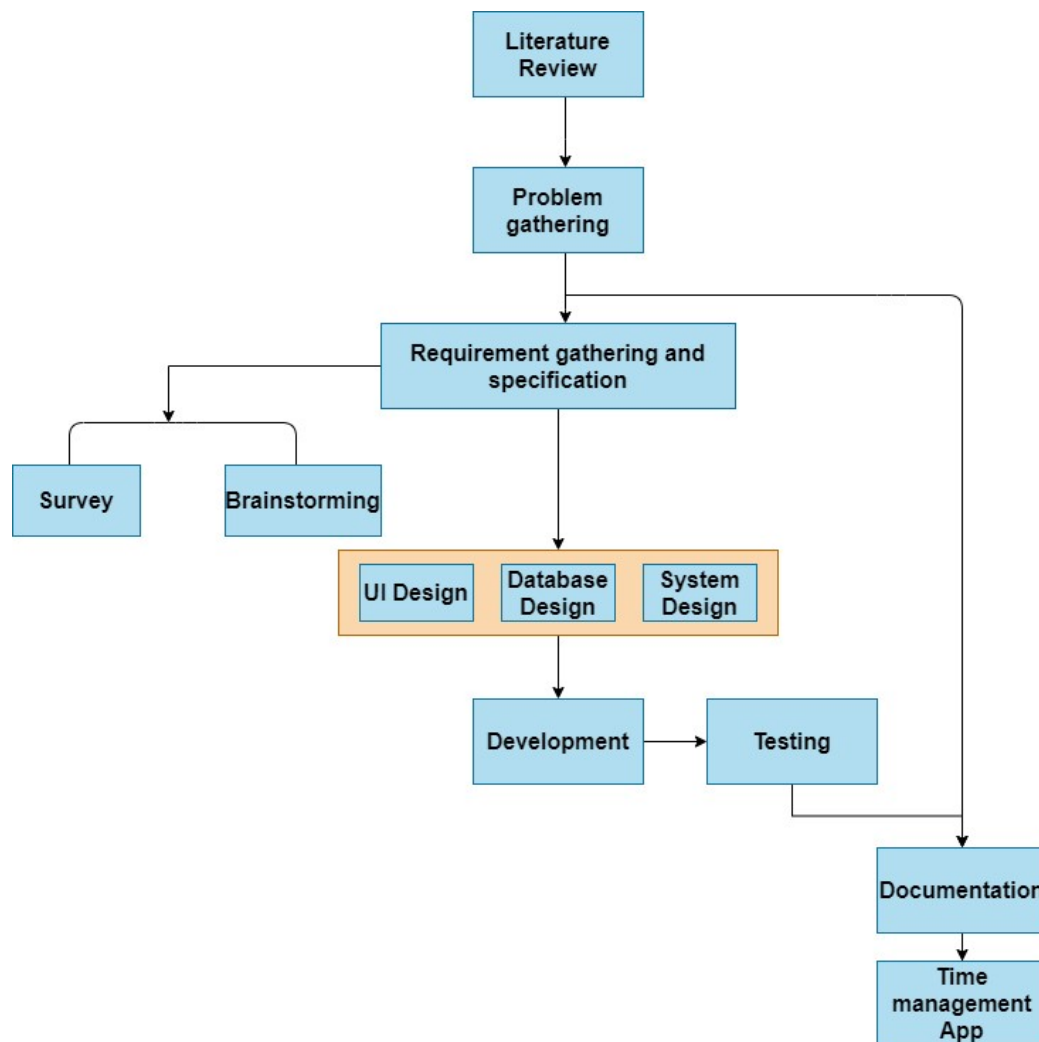

Figure 2: Workplan

D. Key Milestones and Deliverables:

(Please list and describe the principal milestones and associated deliverables of the project. A key milestone is reached when a significant phase in the project is concluded, e.g. selection and simulation of algorithms, completion of architectural design and design documents, commissioning of equipment, completion of test, etc.) The timing of milestones is also to be shown in the Gantt chart in Section 8.

No.	*Elapsed time from start (in months) of the project*	*Milestone*	*Deliverables*
1.	20/2/2021-7/3/2021	Problem statement	Topic selection and problem
2.	26/3/2021-14/3/2021	Literature review	Feasibility
3.	15/3/2021-25/3/2021	Requirement gathering and analysis	SRS document and software installation
4.	26/3/2021-7/4/2021	Design	ER diagram, UML diagrams, User interface design
5.	8/4/2021-5/5/2021	Coding	Source code and functional features implementation
6.	6/5/2021-20/5/2021	Testing	Test case
7.	10/2/2021-28/5/2021	Documentation	All document combined together and ready.

5.   Benefits of the Project (Expected output/outcomes):

The main benefits of the Time management app are:
1. **Less stress:** Managing one's time effectively can directly reduce his or her level. When he/she is in control of their time things become easier and there is less stress.
2. **More time freedom:** Managing your time using time management app will help you free up more of your time to do more of things that matter most to you.
3. **Less procrastination:** We waste huge amounts of time procrastinating, rather than taking action. When you are clearer and more focused on your goals and your biggest priorities it becomes easier to stop procrastinating**.**
4. **Less distraction:** When you can manage your time you are less prone to distractions. Rather than being pulled in a variety of directions you can schedule time more effectively and set better boundaries around your time.

6.   Risk Analysis/Feasibility

A. Risks of the Project:

(Please describe the factors that may cause delays in, or prevent implementation of, the project as proposed above; estimate the degree of risk.)

(Please mark ☑ where applicable)	Low	Medium	High
Technical risk		☑	
Timing risk			☑
Budget risk	☑		

A1.   Comments(Describe the risk):

1.**Technical risk:** As the development of the app begins, the lack of knowedge may become a hinder in the development.
2. **Timing risk:** The risk of whether the project will be completed on time or not as it is a personal project will be also another risk as the development begins.
3. **Budget risk:** Since the project does not require any financial need, the risk of budget is not concern.

7. Project Approval Certificate

(Approval of Project Proposal by the Competent Authority (Department Chairman) and Project Review Team is mandatory before the start of project execution.)

Project Review Team:

Sl #   Name   Signature

(Please add more rows if required.)

Project Coordinator

Name:

Designation:

Email:

Date: Signature:

Competent Authority – Head of Department

Name:
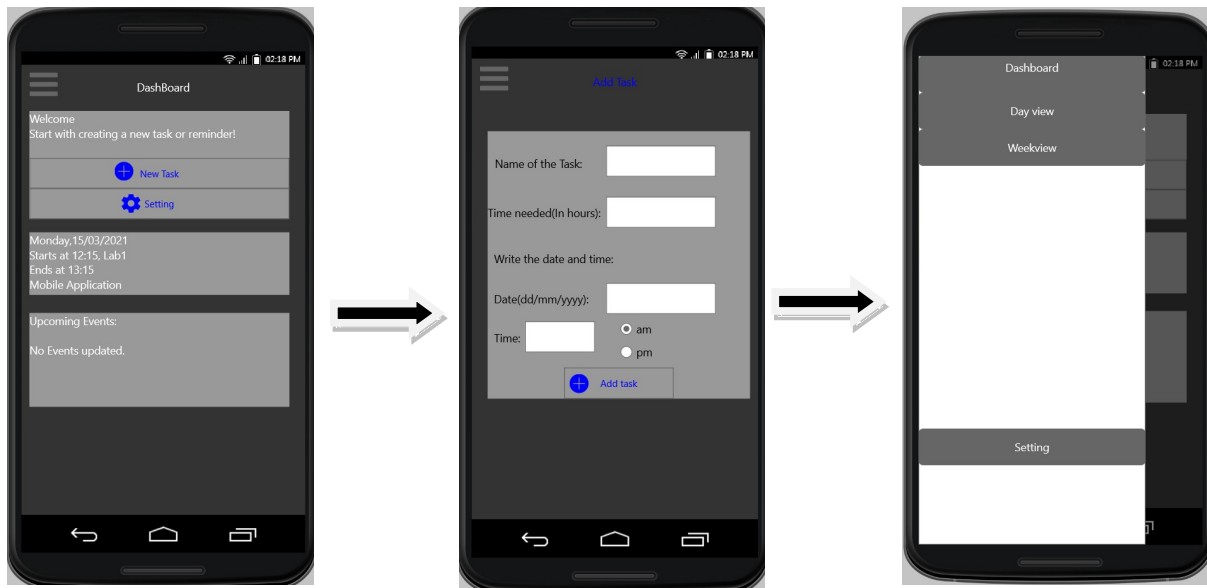
Designation:

Email:

Date: Signature

& stamp:

8. Reviewers Panel Comments

9. Prototype

Firstly when you click on the app, the app will display the dashboard and to add a task to be reminded you have to click on "New task" and you will taken to the next page.

Now, when you click on the three lines in a scrolling drawer will pop out and
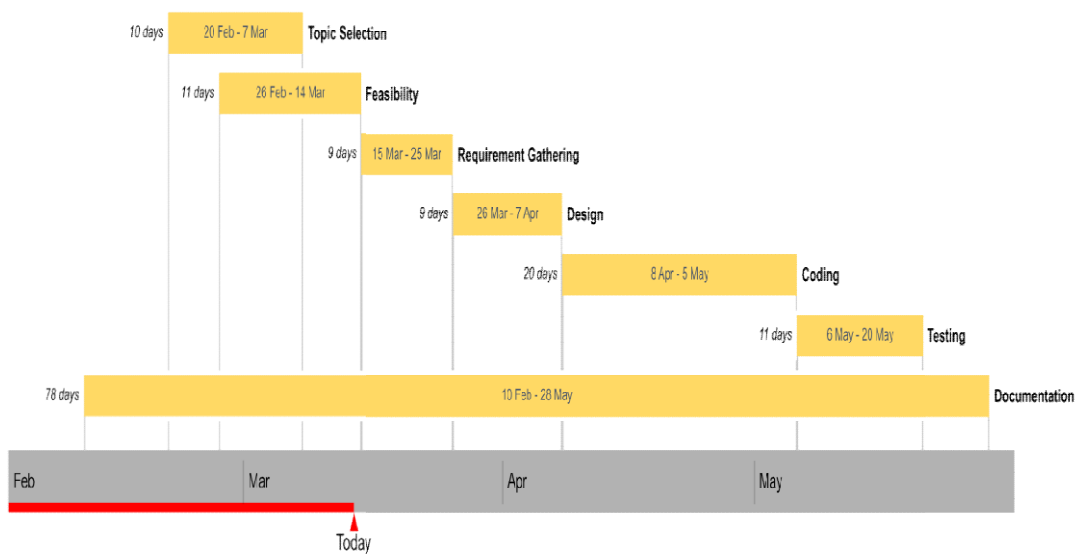

Now when you click on dayview , weekview and setting the following will be displayed:

10. Project Schedule / Milestone Chart /Work plan

Gantt Chart

13. Report Writing Guidelines

(Project report will be written under the specified guidelines.)

Bibliography

[1] Claessens, B. J., Van Eerde, W., Rutte, C. G., & Roe, R. A. (2007). A review of the time management literature. *Personnel review*.

[2] RescueTime time management and Digital Wellness - apps on Google Play. (n.d.). Retrieved March 14, 2021, from https://play.google.com/store/apps/details?id=com.rescuetime.android&hl=en

[3] Dropbox: Cloud storage, photo Backup, file Manager - apps on Google Play. (n.d.). Retrieved March 14, 2021, from https://play.google.com/store/apps/details?id=com.dropbox.android&hl=en