

# Vision Document

*Todo-it Web-app*

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# I. Introduction

## 1. Purpose

This document for To-do it Web application provides a clear roadmap for the project, helps stakeholders understand the project's goals and scope, promotes collaboration and communication between stakeholders, helps identify and minimize risks, and ensures that the project meets the needs of stakeholders. It focuses on the related parties, objectives and objects of the project, main function, operating environment, design and implementation constraints and why these needs exist.

## 2. Scope

This Vision Document applies to the Todo-it Web-app, which will be developed with Javascript, ReactJS and Firebase. This app is a free public website that you can access from anywhere, any platform: Android, IOS, Windows, Linux... This application will provide a way for busy people to organize tasks and events in a reasonable and scientific way. In addition, with the teamwork function, this application will help small to large groups manage and execute the work of a project flexibly and effectively.

# II. Positioning

## 1. Business Opportunity

In today's dynamic work environment, where time is a precious commodity, a sophisticated to-do web app presents an invaluable solution to streamline productivity. By seamlessly organizing tasks, facilitating collaboration, and offering customizable features, such a platform caters to the evolving needs of individuals and businesses alike. With the increasing prevalence of remote work and digital collaboration, there is a growing demand for comprehensive task management tools that go beyond basic to-do lists. This presents a ripe business opportunity to develop a to-do web app that not only meets but exceeds the expectations of users, empowering them to achieve their goals with efficiency and ease.

## 2. Problem Statement

The problem of	forgetting to-do tasks and managing a busy schedule
affects	millions of people, leading to stress, missed deadlines, and a feeling of being

	overwhelmed
the impact of which is	a decrease in productivity, missed opportunities, and potential harm if important tasks are neglected
a successful solution would be	a user-friendly web application that allows for creating, prioritizing, and managing to-do lists, with features like reminders, deadlines, and progress tracking, ultimately helping users stay organized and achieve their goals.

### 3. Product Position Statement

For	busy individuals and teams
Who	struggle with managing complex to-do lists
The To-do it Web App	is a web application product
That	provides the ability to organize tasks effectively and scientifically as well as notify and note tasks with the goal of helping users be able to complete work best and most effectively
Unlike	basic apps that simply store tasks
Our product	prioritizes your workload, helping you focus on what truly matters. Gone are the days of static lists; To-do it fosters collaboration, allowing teams to assign tasks, adjust deadlines on the fly, and track progress in real-time. This dynamic platform integrates seamlessly with your existing productivity tools, eliminating the need to jump between apps. By offering a more engaging experience through gamification features and customizable workflows, To-do it empowers you to conquer your to-do list and achieve peak productivity.

### III. Stakeholder and User Descriptions

#### 1. Market Demographics

The To-do it web app isn't a one-size-fits-all solution. It targets a broad audience, from busy professionals juggling demanding schedules to project managers leading remote teams. Whether you're a tech-savvy millennial or a working professional open to new solutions, To-do it caters to those comfortable with web applications. With a focus on young professionals (22-35) and working adults (35-55), the app transcends industries, particularly appealing to fast-paced fields like marketing, finance, and technology. This global reach can be further enhanced with localization efforts to address cultural nuances in task management styles.

#### 2. Stakeholder Summary

Name	Description	Responsibilities
Bùi Đức Anh	Scrum Master	<ul style="list-style-type: none"><li>- Facilitate Scrum ceremonies (Sprint Planning, Daily Scrum, Sprint Review, Sprint Retrospective)</li><li>- Manage the Scrum board and ensure team adheres to Scrum practices</li><li>- Remove impediments for the development team</li><li>- Coach the team on Agile methodologies</li></ul>
Project Owner (Team)	Product owner responsibilities are collectively held by the development team.	<ul style="list-style-type: none"><li>- Define product vision and roadmap</li><li>- Prioritize user stories and backlog items</li><li>- Accept or reject completed user stories</li><li>- Represent the voice of the customer</li></ul>
Development Team	Developers responsible for building the To-do it web app.	<ul style="list-style-type: none"><li>- Design, develop, and test the web application features</li><li>- Work collaboratively in sprints to deliver working software increments</li><li>- Continuously integrate and deploy code</li></ul>

Nguyễn Hữu Hoàng	Data analyst	<ul style="list-style-type: none"> <li>- Collects, processes, and cleans data from different sources</li> <li>- Conducts statistical analysis to derive insights from data</li> <li>- Creates data visualizations and reports to present findings</li> <li>- Collaborates with team members to implement data-driven solutions</li> <li>- Continuously improves data collection and analysis processes</li> </ul>
Nguyễn Tuấn Anh	Backend Developer	<ul style="list-style-type: none"> <li>- Develops server-side logic and functionalities of the web app</li> <li>- Manages databases and data storage</li> <li>- Ensures secure and scalable backend infrastructure</li> </ul>
Nguyễn Công Minh	Frontend Developer & Designer	<ul style="list-style-type: none"> <li>- Designs the user interface (UI) for the web app</li> <li>- Develops the front-end code to deliver an interactive and user-friendly experience</li> <li>- Collaborates with the designer to implement visual elements</li> </ul>
Nguyễn Văn Bản	Tester	<ul style="list-style-type: none"> <li>- Creates and executes test cases to identify bugs and ensure application functionality</li> <li>- Reports defects and works with developers to resolve them</li> <li>- Contributes to improving the overall quality of the web app</li> </ul>
Nguyễn Duy Nguyên	Document Writer	<ul style="list-style-type: none"> <li>- Creates user manuals, technical documentation, and other written materials</li> <li>- Maintains clear and up-to-date documentation for the development team and future reference</li> </ul>

### 3. User Summary

Name	Description	Responsibilities	Stakeholders
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Busy Individual	A professional, student, entrepreneur, or anyone with a demanding schedule who struggles with managing tasks.	<ul style="list-style-type: none"> <li>- Create and manage to-do lists -</li> <li>Prioritize tasks -</li> <li>Set deadlines and reminders -</li> <li>Track progress and completion</li> </ul>	- Themselves (Primary) - Project Manager (if used in a team setting)
Team Member	An individual working collaboratively on projects within a team.	<ul style="list-style-type: none"> <li>- Collaborate with teammates by assigning and receiving tasks -</li> <li>Track progress on team projects -</li> <li>Communicate effectively within the team -</li> <li>Utilize features for shared task management</li> </ul>	- Themselves (Primary) - Team Leader/Project Manager - Other Team Members

Team Leader/Project Manager	An individual responsible for overseeing and managing a team's work.	<ul style="list-style-type: none"> <li>- Assign tasks and delegate responsibilities</li> <li>- Set deadlines and track team progress</li> <li>- Facilitate communication and collaboration</li> <li>- Utilize features for team task management and reporting</li> </ul>	- Themselves - Team Members - Project Owner (if applicable)
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## 4. User Environment

To-do it isn't confined to your desk. This web-based app is accessible from any device with an internet connection, allowing you to manage your tasks on the go. Whether checking your list on your phone during your commute or adding a new to-do from your laptop at a coffee shop, To-do it adapts to your workflow. The clean and intuitive interface makes navigating the app a breeze, while visual cues keep important deadlines and progress indicators front-and-center. You can personalize your experience with some customization options and integrate To-do it with your existing productivity tools for a seamless workflow. From creating and prioritizing tasks to collaborating with team members (if applicable), To-do it fosters a user environment that empowers you to stay organized and achieve peak productivity.

## 5. Stakeholder profiles

### 5.1 Busy Individual (Primary User)



Description	A professional, student, entrepreneur, or anyone juggling a demanding schedule.
Type	User
Responsibilities	<ul style="list-style-type: none"> <li>- Creates and manages to-do lists</li> <li>- Prioritizes tasks</li> <li>- Sets deadlines and reminders</li> <li>- Tracks progress and completion</li> </ul>
Success Criteria	<ul style="list-style-type: none"> <li>- Increased productivity</li> <li>- Reduced stress and overwhelm</li> <li>- Improved time management</li> </ul>
Involvement	<ul style="list-style-type: none"> <li>- Uses the web app</li> <li>- Provides feedback on features and usability</li> </ul>
Deliverables	- None directly
Comments/Issues	- User testing feedback

## 5.2 Team Member(Secondary User)

Description	An individual working collaboratively on projects within a team.
Type	User
Responsibilities	<ul style="list-style-type: none"> <li>- Creates and manages to-do lists</li> <li>- Prioritizes tasks</li> <li>- Sets deadlines and reminders</li> <li>- Tracks progress and completion</li> </ul>
Success Criteria	<ul style="list-style-type: none"> <li>- Improved team collaboration</li> <li>- Increased project efficiency</li> <li>- Clearer communication and task ownership</li> </ul>
Involvement	- Uses the web app with team-based features
Deliverables	- None directly
Comments/Issues	- User testing feedback

## 5.3 Team Leader/Project Manager (Secondary User)

Description	An individual responsible for overseeing and managing a team's work.
Type	User
Responsibilities	<ul style="list-style-type: none"> <li>- Assign tasks and delegate responsibilities</li> <li>- Set deadlines and track team progress</li> <li>- Facilitate communication and collaboration</li> <li>- Utilize features for team task management and reporting</li> <li>- Prioritizes tasks</li> <li>- Sets deadlines and reminders</li> <li>- Tracks progress and completion</li> </ul>
Success Criteria	<ul style="list-style-type: none"> <li>- Improved team organization</li> <li>- Streamlined project workflows</li> <li>- Enhanced team communication and visibility</li> </ul>
Involvement	- Uses the web app with team management features
Deliverables	- None directly
Comments/Issues	- User testing feedback

#### 5.4 Scrum Master

Description	Facilitates Scrum ceremonies and ensures smooth development process.
Type	Internal
Responsibilities	<ul style="list-style-type: none"> <li>- Manages the Scrum board and facilitates Scrum ceremonies</li> <li>- Removes impediments for the development team</li> <li>- Coaches the team on Agile methodologies</li> </ul>
Success Criteria	<ul style="list-style-type: none"> <li>- Timely delivery of working software increments</li> <li>- High team morale and productivity</li> <li>- Adherence to Agile principles</li> </ul>
Involvement	<ul style="list-style-type: none"> <li>- Regular meetings with the development team</li> <li>- Scrum board management</li> </ul>
Deliverables	- Requires strong communication and facilitation skills
Comments/Issues	

### 5.5 Project Owner (Team)

Description	Represents the product vision and prioritizes development efforts. (Responsibilities shared by development team)
Type	Internal
Responsibilities	<ul style="list-style-type: none"><li>- Define product vision and roadmap</li><li>- Prioritize user stories and backlog items</li><li>- Accept or reject completed user stories</li></ul>
Success Criteria	<ul style="list-style-type: none"><li>- Successful product development aligned with user needs</li><li>- Delivery of valuable features within budget and time constraints</li></ul>
Involvement	<ul style="list-style-type: none"><li>- Provides input and prioritizes backlog items</li><li>- Approves completed features</li></ul>
Deliverables	<ul style="list-style-type: none"><li>- Requires clear communication and collaboration within the development team</li></ul>
Comments/Issues	

### 5.6. Development Team

Description	Developers responsible for building the To-do it web app.
Type	Internal
Responsibilities	<ul style="list-style-type: none"><li>- Design, develop, and test the web application features</li><li>- Work collaboratively in sprints to deliver working software increments</li><li>- Continuously integrate and deploy code</li></ul>
Success Criteria	<ul style="list-style-type: none"><li>- Functional and high-quality web application</li><li>- On-time delivery of features according to sprint commitments</li></ul>
Involvement	<ul style="list-style-type: none"><li>- Develops and tests features</li><li>- Deploys the web app</li></ul>
Deliverables	<ul style="list-style-type: none"><li>- Requires strong technical skills, collaboration, and</li></ul>

	ownership of the product
Comments/Issues	

### 5.7. Tester

Description	Ensures the functionality and quality of the web app.
Type	Internal
Responsibilities	<ul style="list-style-type: none"> <li>- Creates and executes test cases to identify bugs and ensure application functionality</li> <li>- Reports defects and works with developers to resolve them</li> <li>- Contributes to improving the overall quality of the web app</li> </ul>
Success Criteria	<ul style="list-style-type: none"> <li>- Bug-free and reliable web application</li> <li>- High user satisfaction with app functionality</li> </ul>
Involvement	<ul style="list-style-type: none"> <li>- Executes test cases and reports bugs</li> <li>- Provides feedback on testing process</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>- Needs to stay updated on new testing methodologies and tools.</li> </ul>
Comments/Issues	

### 5.8. Documents Writer

Description	Creates user manuals, technical documentation, and other written materials.
Type	Internal
Responsibilities	<ul style="list-style-type: none"> <li>- Creates user manuals, technical documentation, and other written materials</li> <li>- Maintains clear and up-to-date documentation for the development team and future reference</li> </ul>
Success Criteria	<ul style="list-style-type: none"> <li>- Clear and concise user documentation</li> <li>- Easy access to technical information for the development team</li> </ul>
Involvement	<ul style="list-style-type: none"> <li>- Develops and maintains documentation</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>- User manuals, technical guides</li> </ul>

Comments/Issues	- Documentation needs to be updated regularly to reflect changes in the app.
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### 5.9. Data analyst

Description	Analyzes and interprets complex data sets to drive business decisions.
Type	Internal
Responsibilities	Collects, processes, and cleans data from different sources Conducts statistical analysis to derive insights from data Creates data visualizations and reports to present findings Collaborates with team members to implement data-driven solutions Continuously improves data collection and analysis processes
Success Criteria	Accurate and timely data analysis Effective communication of findings to the team High user satisfaction with data-driven solutions
Involvement	- Executes test cases and reports bugs - Provides feedback on testing process
Deliverables	Analyzes data and provides recommendations Assists in implementing data-driven solutions and provides ongoing support
Comments/Issues	

## 6. Key Stakeholder or User Needs

Need	Priority	Concerns	Current Solution	Proposed Solution
Capture and organize tasks effectively	High	Forgetting tasks, difficulty prioritizing, information overload	Pen and paper, existing to-do list apps	- Intuitive task creation: Easy to add new tasks with clear descriptions and details. - Flexible organization: Categorize tasks, set priorities, and use tags for

				easy filtering and searching.
Track progress and stay motivated	Medium	Difficulty visualizing progress, lack of motivation to complete tasks	Checking off tasks manually, relying on willpower	<ul style="list-style-type: none"> <li>- Visual progress indicators: Show progress through completion bars, charts, or gamification elements.</li> <li>- Reminders and notifications: Set personalized reminders and notifications to stay on track.</li> </ul>
Access tasks from anywhere, anytime	Medium	Inconvenience of carrying a physical to-do list, risk of losing information	Existing to-do list apps (may not be accessible across devices)	<ul style="list-style-type: none"> <li>- Cloud-based storage: Tasks are securely stored online and accessible from any device.</li> <li>- Offline functionality: Allow basic task management even without an internet connection (tasks sync upon reconnection).</li> </ul>
Collaborate with others on shared tasks	Low (depends on user)	Difficulty managing tasks shared with others, lack of communication tools	Email, separate communication platforms	<ul style="list-style-type: none"> <li>- Shared task lists: Assign tasks to others, track progress, and collaborate within the to-do list app.</li> <li>- Real-time updates: See changes made by others instantly for better coordination.</li> </ul>
Efficient development and maintenance	High	Long development time, difficulty in scaling for future features	Traditional coding methods, limited development tools	<ul style="list-style-type: none"> <li>- Use of development frameworks: Leverage existing frameworks for faster and more efficient development.</li> <li>- Modular design: Create reusable components for easier maintenance and future feature</li> </ul>

				implementation.
Attract and retain users	High	Difficulty standing out in a crowded market, user churn	Generic to-do list app with basic features	<ul style="list-style-type: none"> <li>- Unique value proposition: Offer features that differentiate the app from competitors.</li> <li>- Freemium model: Provide a free basic version with an option to upgrade for premium features, attracting a wider audience.</li> </ul>

## IV. Product Features

### 1. Task Management:

- **Task creation:** Easy and intuitive way to add new tasks with descriptions, due dates, and priorities.
- **Task editing:** Edit existing tasks, including descriptions, due dates, priorities, and additional details.
- **Subtasks:** Break down complex tasks into smaller, manageable subtasks for better organization.
- **Task prioritization:** Set priorities for tasks (e.g., high, medium, low) to focus on the most important ones first.
- **Task categorization:** Organize tasks into categories (e.g., work, personal, errands) for easier filtering and browsing.
- **Tags:** Add tags to tasks for further organization and quick filtering based on specific keywords.
- **Recurring tasks:** Set up tasks that repeat at regular intervals (e.g., daily, weekly, monthly).
- **Notes and attachments:** Add notes and attachments (files, images) to tasks for additional context and information.

### 2. Progress and Motivation:

- **Task completion:** Mark tasks as completed for a sense of accomplishment and to track progress.
- **Progress tracking:** Visualize progress through completion bars, charts, or gamification elements (e.g., points, badges).
- **Reminders and notifications:** Set personalized reminders and notifications to ensure you don't miss deadlines.

### 3. Accessibility and Collaboration (if applicable):

- **Cloud-based storage:** Securely store tasks online for access from any device with an internet connection.
- **Offline functionality:** Allow basic task management even without an internet connection (tasks sync upon reconnection).
- **Shared task lists:** Create and share task lists with others, assign tasks, and collaborate on projects.
- **Real-time updates:** See changes made by others instantly in shared task lists for better coordination.

### 4. Additional Features (depending on target audience):

- **Calendar integration:** Integrate with a calendar app to view tasks alongside appointments and events.
- **Time tracking:** Track time spent on tasks for productivity analysis (useful for freelancers or project managers).
- **Analytics and reporting:** Generate reports on task completion rates, time spent on tasks, and other metrics.
- **Search functionality:** Search for tasks by keyword, category, tag, or due date.
- **Customization:** Allow users to personalize the app's interface (e.g., themes, background images).
- **Security features:** Implement secure login protocols and data encryption to protect user information.

## V. Constraints

### 1. Security:

- **User Authentication:** The app needs a secure way for users to register and log in, ideally with strong password hashing and two-factor authentication options.
- **Data Encryption:** To-do items, especially those containing sensitive information, should be encrypted at rest and in transit.
- **Authorization:** The app should control access to user data. This means only authorized users can view, edit, or delete their own to-do items.
- **Vulnerability Management:** Regularly update the web app and its dependencies to address security vulnerabilities.

### 2. Usability:

- **Simple and Intuitive Interface:** The app should be easy to understand and navigate, even for non-technical users.



- **Clear Task Management:** Users should be able to easily add, edit, prioritize, and mark to-do items as complete.
- **Flexibility:** The app should offer features like due dates, categories, and subtasks to accommodate different user needs.
- **Accessibility:** The app should be accessible to users with disabilities, following WCAG guidelines.

### 3. Responsiveness:

- **Device Agnostic:** The app should function well on different devices (desktops, tablets, phones) and screen sizes.
- **Fast Loading Times:** Pages should load quickly to avoid frustrating users.
- **Offline Functionality (Optional):** Consider allowing users to access and manage basic to-do items even without an internet connection.