OPSC7311 POE PLANNING AND DESIGN DOCUMENT

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INTRODUCTION

Welcome to the design document for Check Box, the culmination of our extensive research into time tracking applications. Building upon the insights gained from our research document, this design document outlines the framework and requirements for Check Box—a cutting-edge time tracking app aimed at revolutionizing the way users manage their time and tasks.

In our research document, we explored the strengths and weaknesses of prominent time tracking applications, including Monday.com, Notion, and Toggle Track. We identified innovative features such as dynamic dashboards, modular structures, and Pomodoro timers, which have inspired the development of Check Box. Leveraging these insights, Check Box aims to offer a comprehensive solution that combines the best features from existing applications while addressing their limitations.

This design document will provide an overview of Check Box, detailing its name, icon design, description, and innovative features discussed in the research document. Additionally, it will outline the detailed requirements for Check Box, encompassing both stakeholder and user requirements.

Furthermore, the document will include a user interface section, featuring mockups for each screen, along with descriptions of their purpose and navigation diagrams. A project plan will also be outlined, detailing notable dates and tasks necessary for the development of Check Box, leading up to the prototype and final product release.

Finally, the conclusion will summarize the key points discussed in the design document and emphasize the vision behind Check Box—to empower users with a user-friendly, feature-rich time tracking application that enhances productivity and goal achievement.

Let's delve into the details of Check Box and explore how it will redefine the landscape of time tracking applications.

Overview of Check Box

Name: Check Box

Icon Design: 

Description:

Check Box is a versatile and intuitive time tracking application designed to streamline the process of managing tasks, projects, and goals. With a sleek and modern interface, Check Box offers users a seamless experience for tracking their time and maximizing productivity.

Innovative Features:

1. **Adaptive Time Tracking:**

   Check Box utilizes advanced algorithms to suggest time entries based on user activity, making time tracking effortless and intuitive.

2. **Visual Project Dashboard:**

   A visually appealing dashboard provides users with a clear overview of their tasks, projects, and deadlines, allowing for easy monitoring and management.

3. **Automation of Repetitive Tasks:**

   Check Box offers automation capabilities to streamline routine tasks, saving users time and effort in their day-to-day activities.

4. **Pomodoro Timer:**

   Integrated Pomodoro timer helps users maintain focus and productivity by breaking work into intervals with short breaks in between.

5. **Customizable Alerts:**

   Users can set personalized alerts for deadlines, meetings, and important events, ensuring they stay on track with their tasks and goals.

6. **Integrated Goal Tracking and Progress Monitoring:** Check Box enables users to set and track long-term goals, visualize progress, and stay motivated to achieve their objectives.
7. **Focus Mode:** A dedicated focus mode minimizes distractions and helps users maintain concentration during work sessions, enhancing productivity and efficiency.

Check Box combines these innovative features with user-friendly design and robust functionality, making it the ultimate tool for effective time management and task organization. Whether for personal use, freelancing, or team collaboration, Check Box empowers users to take control of their time and accomplish their goals with ease.

Check Box Requirements

Stakeholder Requirements:

1. **Login:**
    - Users must be able to create accounts and log in securely to access the application.
    - Password protection and account recovery functionality should be implemented.

2. **Category Creation:**
    - Users should have the ability to create custom categories for organizing tasks and projects.
    - Categories can be named, color-coded, and assigned specific attributes.

3. **Create a Timesheet Entry:**
    - Users must be able to log their time for specific tasks or projects.
    - Each timesheet entry should include details such as date, start time, end time, category, and optional notes.

4. **Photograph Function to Add More Detail to Timesheet Entry:**
    - Users should have the option to attach photos to timesheet entries for additional context or documentation.
    - Photos can be taken directly within the app or uploaded from the device's gallery.

5. **Minimum Daily Goal for Hours Worked as well as a Maximum:**
    - Users can set minimum and maximum goals for the number of hours worked per day.
    - The app should provide notifications or visual indicators to track progress towards these goals.

6. **View List of All Timesheet Entries Created During a User Selectable Period:**
    - Users should be able to view a comprehensive list of all timesheet entries within a specified date range.
    - Entries can be filtered, sorted, and searched for easy access.

7. **View Total Number of Hours Spent on Each Category During a User Selectable Period:**
    - The app should calculate and display the total number of hours spent on each category (e.g., work, personal, projects) within a specified timeframe.
    - Users can analyse their time allocation and identify areas for improvement or adjustment.

8. **View a Graph Showing the Total Hours Worked Each Day Over a User Selectable Period:**
    - Users should have access to visual representations of their time usage, such as graphs or charts.
    - The graph should display the total hours worked each day over a selectable period, allowing users to track trends and patterns.

9. **Display Minimum and Maximum Goals on the Graph:**
    - The graph should also include visual indicators for the user's minimum and maximum goals.
    - This allows users to assess their performance in relation to their set targets.

10. **Visual Format Showing User's Progress with Staying Between Minimum and Maximum Hour Goals Over the Past Month:**
    - A visual representation should depict the user's adherence to their minimum and maximum hour goals over the past month.
    - This provides users with insights into their consistency and helps them adjust their habits accordingly.

11. **Data Stored in an Online Database:**

- All user data, including timesheet entries, category information, and settings, must be securely stored in an online database.
- Data synchronization across devices should be seamless and automatic to ensure data integrity and accessibility.

User Requirements:

1. **Visual Project Dashboard: (Notion, 2024)**
    - Check Box should offer a visual project dashboard that provides an overview of tasks, projects, and deadlines.
    - Users can customize the dashboard layout and prioritize information based on their preferences.

2. **Automation of Repetitive Tasks: (Monday.com, 2024)**
    - Automation features should enable users to automate repetitive tasks such as reminders, notifications, and data entry.
    - Customizable automation rules allow users to streamline their workflow and reduce manual effort.

3. **Pomodoro Timer: (Toggl Track, 2024)**
    - Check Box should integrate a Pomodoro timer to help users manage their work sessions effectively.
    - Users can set work intervals, break durations, and notification preferences to optimize their productivity.

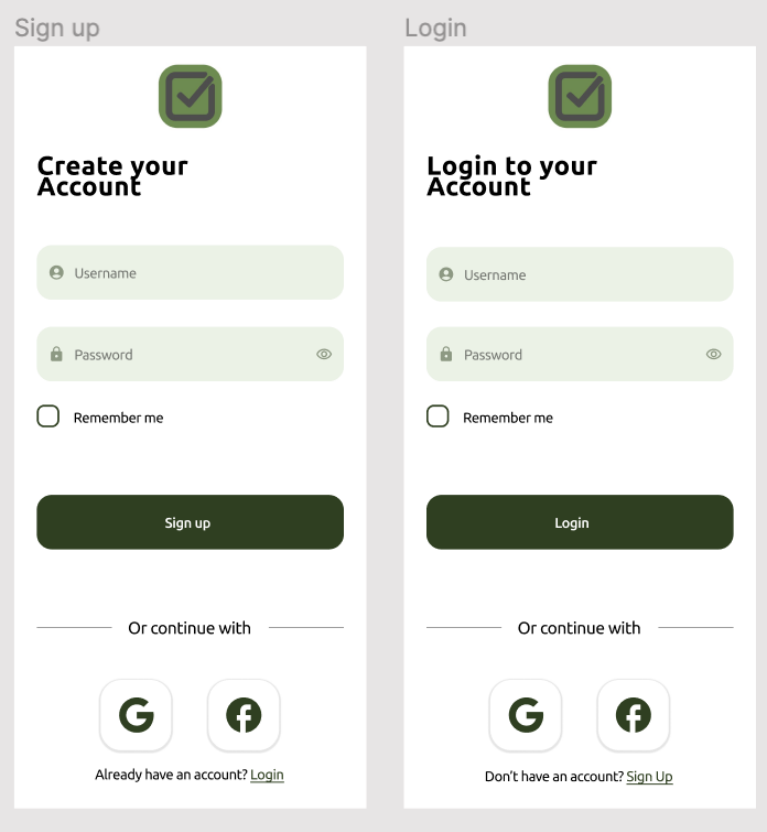
4. **Customizable Alerts: (Monday.com, 2024)**
    - Users should have the ability to set personalized alerts for deadlines, meetings, and important events.
    - Alerts can be configured based on user preferences, such as notification channels, timing, and content.

5. **Integrated Goal Tracking and Progress Monitoring:**
    - Check Box should support goal setting and progress monitoring functionalities to help users achieve their objectives.
    - Users can set long-term goals, track their progress, and visualize their achievements over time.

6. **Focus Mode:**
    - A dedicated focus mode should be implemented to minimize distractions and help users maintain concentration during work sessions.
    - Users can activate focus mode to block notifications, emails, and other interruptions, ensuring uninterrupted focus on tasks.

These requirements form the foundation of Check Box, ensuring that the application meets the needs and expectations of both stakeholders and users alike.

User Interface and Design

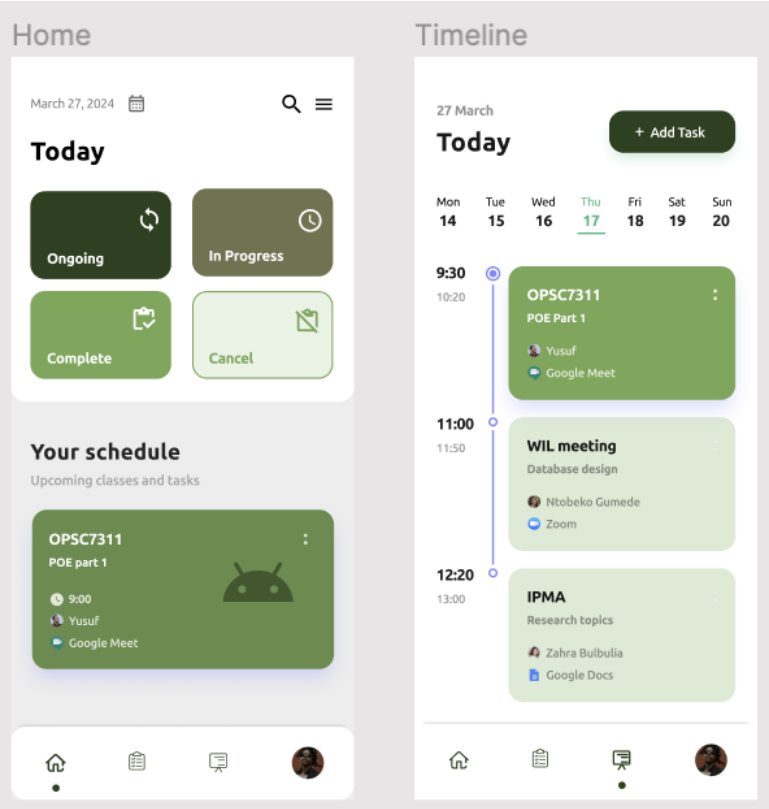


Sign up:

The first page being the sign-up page indicates the user flow will likely focus on creating a new account to access the task management app

Login:

The user creates a new account through a sign-up process and then logs in to access the task management app.

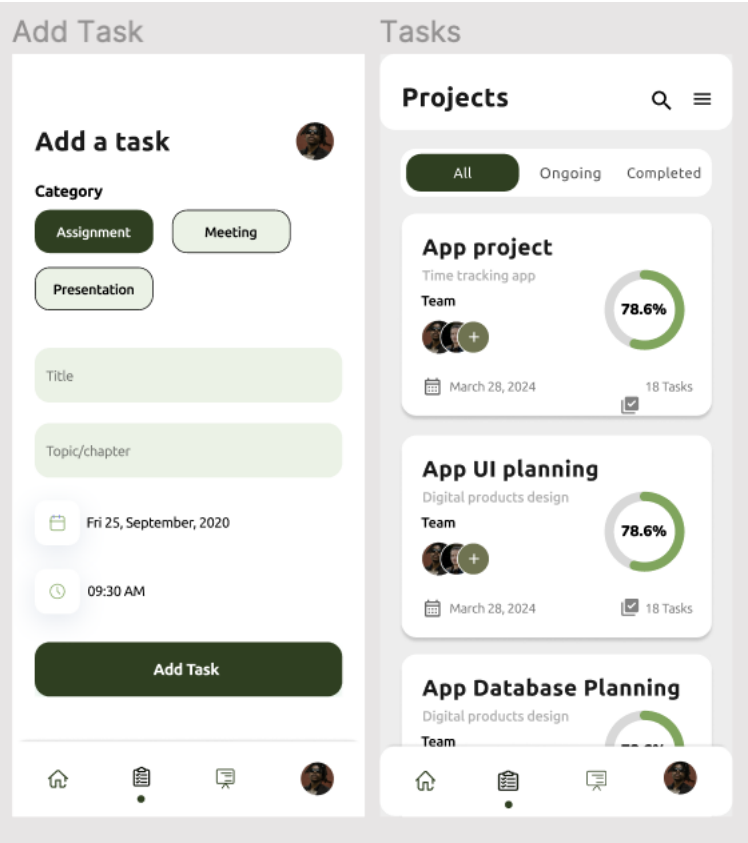


Home Page:

The user views their task dashboard with progress indicators and upcoming events, then drills down for details on individual tasks.

Timeline:

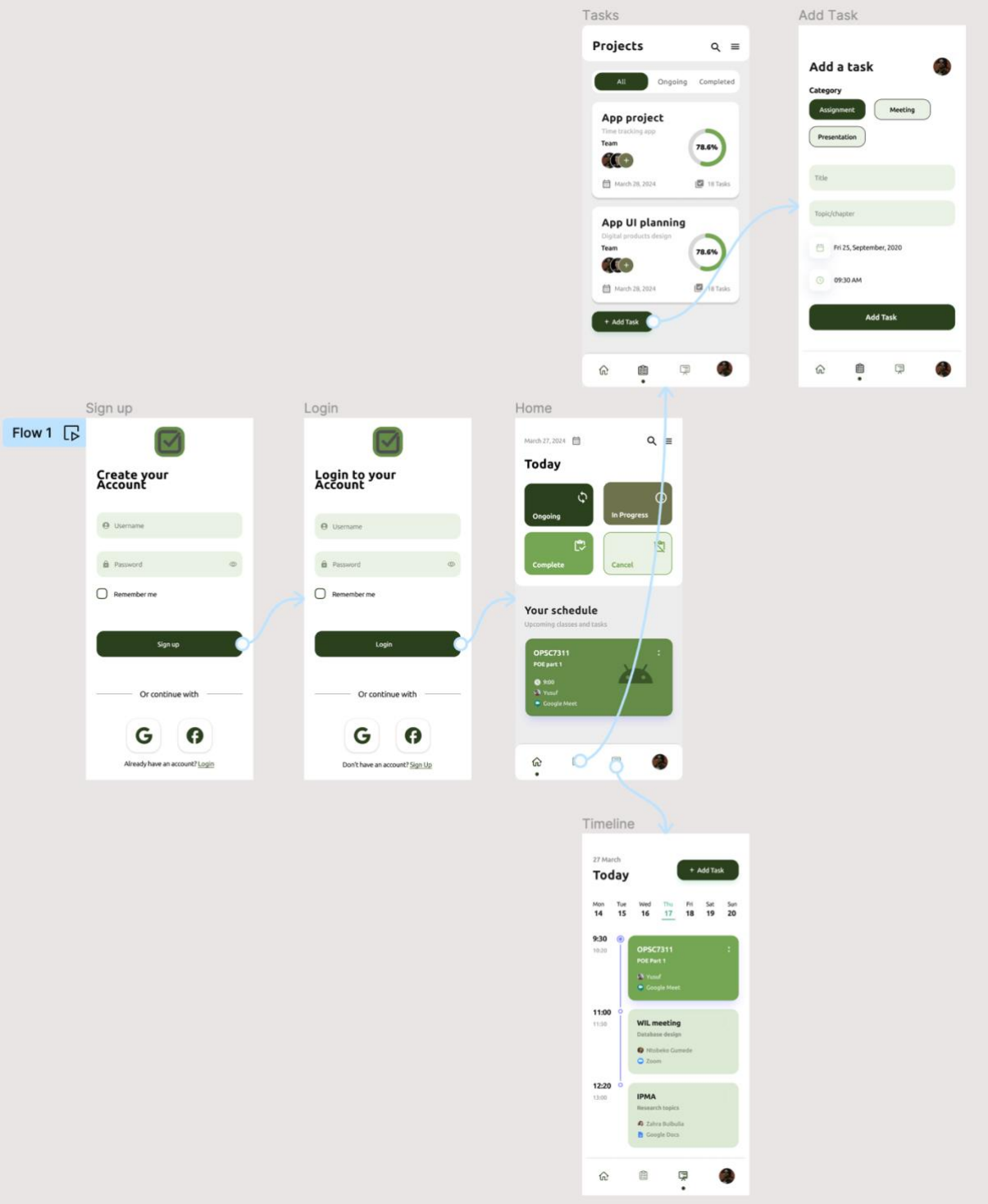
The user visualizes their upcoming tasks in a timeline view and can easily jump to adding new ones.



Add Tasks:
The user adds new tasks directly from the timeline view, specifying details and categorizing them for better organization.

Tasks:
The user navigates from a detailed task view or adds new tasks directly within the workflow, ensuring a smooth process.

User Flow Documentation



Note: the start of the blue arrows display where a button should be pressed and its end displays where it will take you

Step 1: Sign Up

- **Action:** User opens the app and is presented with the Sign Up page.
- **Details:** The user is required to enter personal details (e.g., name, email, password).
- **Navigation:** After entering the details, clicking the sign-up button at the bottom of the page directs the user to the Login page.

Step 2: Log In

- **Action:** On the Login page, the user enters their login details.
- **Details:** Required details are typically email and password.
- **Navigation:** Pressing the login button navigates the user to the home page.

Step 3: Home Page

- **Action:** The user is greeted by a dynamic dashboard on the home page.
- **Details:** The dashboard showcases an overview of tasks or activities.
- **Navigation:** To create a new task, the user taps on the clipboard icon, leading them to the tasks page.

Step 4: Tasks Page

- **Action:** The tasks page displays all the user's tasks.
- **Details:** Tasks can be viewed in a list or grid format (depending on the design).
- **Navigation:** Tapping on the "Add Task" button takes the user to the Add Task Page.

Step 5: Add Task Page

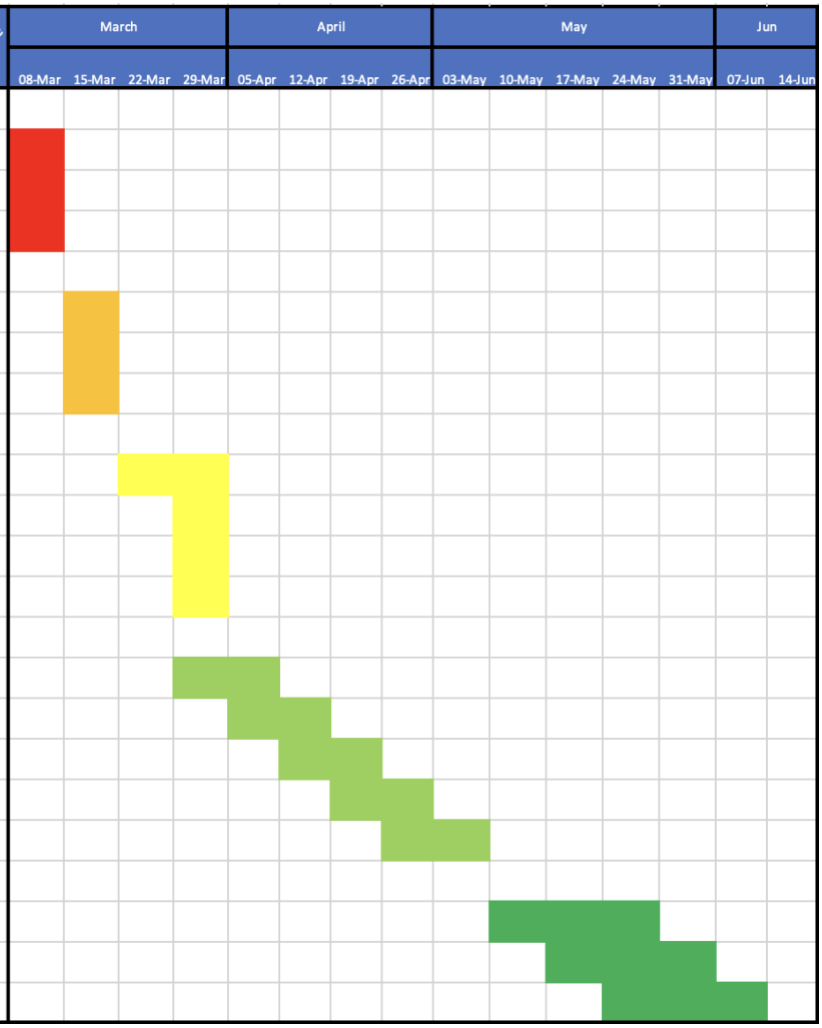
- **Action:** The user can add a new task on this page.
- **Details:** Options to select include category, title, description, date, and time.
- **Navigation:** After adding the task, tapping the "Add Task" button returns the user to the Tasks page with the new task visible.

Step 6: Navigating Back to Home or Timeline

- **Action:** The user can navigate back to the home page.
- **Details:** Use the home icon at the bottom of the page for quick navigation.
- **Alternative:** Tap the whiteboard icon to view the timeline of tasks and activities.

Project Plan

Task Name	Start Date	End Date
Project innitiation Phase		
Define project scope, objectives and deliverables	08-Mar	09-Mar
Set up team meetings and checkups	10-Mar	11-Mar
Assign roles and responsibilites to team members	13-Mar	14-Mar
Requirments Gathering Phase		
Gather stakeholder reqirements	15-Mar	16-Mar
Define user requirments based on use cases and research	16-Mar	17-Mar
Analyze Monday.com, Notion and Toggle Task for key features to incoperate	18-Mar	20-Mar
Design Phase		
Create wireframes and mockups for each screen	21-Mar	23-Mar
Develop a user interface	25-Mar	26-Mar
Finalize design elements, colour schemes, typography, iconography	26-Mar	27-Mar
Submit POE Part 1	27-Mar	28-Mar
Development Phase		
set up firebase and firestore	29-Mar	05-Apr
Impliment back-end architecture to talk with firestore	06-Apr	14-Apr
Develop frontend components and UI elements	12-Apr	25-Apr
Prototype-Testing & Adjustments	18-Apr	28-Apr
Submit POE Part 2	27-Apr	03-May
Testing Phase		
Conduct Unit Testing, Intergration testing and overall system testing	10-May	25-May
Bug fixing	18-May	31-May
Deployment of Check Box | Final POE Submision	30-May	10-Jun



(Microsoft excel, 2024)

Conclusion

In conclusion, this project document has provided a comprehensive overview of Check Box, outlining its name, icon design, description, and innovative features inspired by our research into time tracking applications. Through meticulous analysis and stakeholder/user input, we have defined detailed requirements that encompass both essential functionalities and user-centric features.

The project plan delineates a structured timeline for the development of Check Box, from initial project initiation to post-launch activities. Each phase, from requirements gathering to deployment, is crucially important in ensuring the success and effectiveness of the final product. Notable dates serve as milestones to keep the project on track and ensure timely delivery of the prototype and final product.

Furthermore, the user interface (UI) section provides mock-ups and descriptions of each screen, offering a glimpse into the visual design and navigation flow of Check Box. However, it is important to note that some components of the UI may undergo changes during the development process. These changes may arise from user testing feedback, usability evaluations, or the discovery of new design opportunities. Thus, while the UI mock-ups provide a foundational design direction, they are subject to refinement and improvement as the project progresses.

Overall, this project document lays the groundwork for the development of Check Box: a promising time tracking application that aims to empower users with intuitive functionality, seamless navigation, and robust features. By adhering to the outlined project plan and remaining adaptable to evolving requirements and user needs, we are confident that Check Box will emerge as a valuable tool for enhancing productivity and time management for individuals and teams alike.

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