

# Presentation of Initial Concept

## Project Brief

Project Title : “Project Diary” : A Versatile Solution for Individual and Collaborative Project Activity and Time Tracking

Team Name: *Crown Coders* [ Team 4 ]

### 1. Objectives of the Project

“Project Diary” is designed with the following goals:

- 1.1. Enable comprehensive activity tracking for both individual users and teams, facilitating accurate recording of project-related activities and time spent.
- 1.2. Support structured progress tracking by allowing users to document objectives, challenges, and solutions for personal reflection or team discussions.
- 1.3. Provide insights and analytics on time distribution, helping users identify time-intensive tasks and optimise productivity.
- 1.4. Enhance project planning and decision-making through data-driven analysis of activity types, task durations, and user contributions.
- 1.5. Foster collaboration and transparency among team members with shared activity logs, real-time updates, and role-based access controls.
- 1.6. Simplify data export and reporting, enabling users to save activity data in various formats for analysis, presentation, or client reporting.

### 2. Target Group

#### 2.1. Primary Users

- **Individuals (e.g., Students, Freelancers):** Ideal for students managing personal projects or freelancers tracking billable hours, Project Diary provides insights into productivity patterns and offers a structured platform to log and analyse activities for personal growth or client reporting.
- **Teams (e.g., Project Managers, Team Members):** For team-based projects, Project Diary enhances collaboration by enabling shared activity logs, role-specific access, and real-time updates, thus fostering better project transparency and collective accountability.

### 3. Benefits for Users

- 3.1. For Individuals: Improved self-awareness and productivity through detailed activity logs, time tracking, and progress analysis. By tracking challenges and reflections, users can better assess their development over time.
- 3.2. For Teams: A consolidated view of project progress, making it easier to track contributions, analyse team productivity, and optimise resource allocation.

### 4. Problems Solved

Project Diary addresses the following key project management challenges:

- 4.1. Lack of transparent activity tracking: Provides a centralised platform for logging activities, ensuring visibility into individual and team contributions.
- 4.2. Difficulties in effective time management: Enables users to track time spent on specific tasks, helping to prioritise and allocate time more efficiently.
- 4.3. Inefficient resource allocation: Offers insights into time-intensive tasks, enabling managers and individuals to better plan and allocate resources.

- 4.4. Limited documentation for accountability: Ensures that all project-related activities are documented, supporting accountability and performance evaluation.
- 4.5. Challenges in team collaboration: Fosters team transparency with shared activity logs, role-based access, and real-time updates, enhancing collaboration.

## 5. Core Features

- 5.1. **Create, edit, and delete projects:** Basic project management functionality.
- 5.2. **Configure hierarchically organised activity categories for a project:** Organising activities into categories for better tracking.
- 5.3. **Organise each project in iterations:** Breaking down projects into phases for incremental progress tracking.
- 5.4. **Add, edit, and delete activities:** Flexibility in managing tasks within projects.
- 5.5. **Track time spent on a given activity:** Implementing time tracking mechanisms.
- 5.6. **Record personal objectives, challenges, and solutions for assigned activities:** Reflective journaling for personal growth.
- 5.7. **Analyse the logged activities and visualise the results:** Data analysis and visualisation for insights.
- 5.8. **Export the recorded activities:** Enables users to save logs in multiple formats (CSV, PDF, Excel) for offline analysis or reporting.

## 6. Potential Additional Features

- 6.1. Team Collaboration and Communication
  - Commenting on Activities: Allow team members to leave comments on specific activities for better communication and feedback.
  - Activity Assignment: Enable users to assign activities to specific team members, promoting accountability and clear ownership.
- 6.2. Activity Evolution Matrix
  - Challenge and Solution Documentation: Expand on the core feature of recording challenges by allowing users to document suggested solutions and track their implementation status.
  - Status Tracking: Allow users to mark challenges as "resolved," "in progress," or "pending," which can help in monitoring the evolution of issues.
- 6.3. Enhanced Time Tracking Features
  - Time Logging Notifications: Reminders or prompts to log time spent on activities at regular intervals, helping ensure accurate tracking.
  - Timer History: A log of past timers showing previous time logs for quick reference.
- 6.4. Advanced Data Visualization
  - Custom Reports: Enable users to generate custom reports based on selected criteria (e.g., activity type, iteration, time spent) beyond basic analysis.
  - Dashboard Widgets: Additional widgets to visualise key metrics, such as time spent by category or by team member, directly on the dashboard.
- 6.5. User Personalization Options
  - Customizable Dashboard: As previously mentioned, letting users add/remove widgets for quick access to the most relevant information.
  - User Profiles: Allow users to customise their profiles, such as setting preferences for notifications or interface themes.

## 7. Competitive Advantage

Project Diary combines the simplicity needed for individual users with the robust capabilities required for team-based collaboration. Unlike standard time-tracking tools, it emphasises task-specific insights and offers customizable data views that make it a versatile solution for tracking and reflecting on project work. Its collaborative features and integration with calendar tools make it adaptable for solo and group projects alike, offering a unique blend of personal productivity enhancement and project management support.