1. Create, manage, and track projects from start to finish, including creating project plans, assigning tasks, tracking progress, and managing risks.
2. Set project goals, objectives, and scope.
3. Define project milestones and deadlines.
4. Create and manage project budgets.
5. Track project costs and spending.
6. Create, assign, and track tasks.
7. Set task priorities and due dates.
8. Estimate and track task effort.
9. Update task status and progress.
10. Generate task reports and dashboards.
11. Allow users to communicate and collaborate with each other on projects and tasks.
12. Share files and documents.
13. Post comments and updates.
14. Identify and assess potential project risks.
15. Track and manage project risks.
16. Generate risk reports and dashboards.
17. Identify and track project issues.
18. Assign responsibility for resolving issues.
19. Track the status and progress of issue resolution.
20. Generate issue reports and dashboards.
21. Generate a variety of reports on project performance, task progress, team performance, and other key metrics.
22. Customize reports to meet the specific needs of different users.
23. Export reports to various formats, such as PDF, Excel, and CSV.

Requirements Linkage Traceability Matrix

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Requirement ID | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 1 |  | U | U | U | U |  |  |  |  | U |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | R |  |  |  |  |  | U | U | U | U |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | R |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | R |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  | U | U | U | U | U |  |  |
| 9 | R |  |  |  |  | R |  |  |  |  |  |  |  | U | U | U | U | U | U | U | U |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  | U |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  | U | U |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | U | U | U | U |  | U |
| 18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | U | U | U |  | U |
| 19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | U | U |  | U |
| 20 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | U |  | U |
| 21 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | U |
| 22 | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | U |
| 23 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Requirements Stakeholder Traceability Matrix

|  |  |  |
| --- | --- | --- |
| Requirement ID | Rank (1 lowest - 5 highest) | team leader, team member, administration, stakeholder) |
| 1 | 2 | Team member |
| 2 | 3 | Team leader, team member, administration |
| 3 | 2 | Administration |
| 4 | 1 | Stakeholder |
| 5 | 4 | Team member |
| 6 | 3 | Team leader, team member |
| 7 | 2 | Administration |
| 8 | 3 | Team member |
| 9 | 2 | Team leader |
| 10 | 1 | Stakeholder |
| 11 | 5 | Team member |
| 12 | 4 | Team leader |
| 13 | 3 | Administration |
| 14 | 2 | Team member |
| 15 | 3 | Team leader, administration |
| 16 | 2 | Stakeholder |
| 17 | 3 | Team member |
| 18 | 2 | Team leader |
| 19 | 3 | Administration, stakeholder |
| 20 | 2 | Team member |
| 21 | 1 | Team leader, administration, stakeholder |
| 22 | 3 | Administration |
| 23 | 2 | Stakeholder |