

Ideation Phase

Project Name : Streamlining User, Group, and Role Administration with Access Controls and Automated Workflows

INTRODUCTION

Problem

In a small project management team consisting of a Project Manager (Alice) and a Team Member (Bob), there is a need to efficiently manage project tasks and ensure accountability throughout the project lifecycle. The current system lacks clear role definitions, access controls, and a structured workflow, leading to confusion regarding task assignments and progress tracking.

User Story

User Story 1 – Task Assignment

As a Project Manager (Alice),

I want to create and assign tasks to team members with proper role-based access
So that I can ensure tasks are distributed efficiently and accountability is clear.

Acceptance Criteria:

- The system should allow Alice to create a new task with details (title, description, due date, priority).
 - The system should allow Alice to assign a task to a specific team member (e.g., Bob).
 - Alice should be able to set deadlines and priority levels.
 - The system must log the task assignment for tracking.
-

User Story 2 – Task Visibility

As a Team Member (Bob),

I want to view only the tasks assigned to me
So that I can focus on my responsibilities without distraction.

Acceptance Criteria:

- Bob should see a personalized dashboard with only his tasks.
 - Bob should not have access to other members' tasks.
 - Bob should be notified whenever a new task is assigned.
-

User Story 3 – Task Progress Update

As a Team Member (Bob),

I want to update the status of my tasks (e.g., In Progress, Completed)
So that the Project Manager can monitor progress in real time.

Acceptance Criteria:

- Bob should be able to update task status anytime.
 - Task updates should be reflected instantly on Alice's dashboard.
 - The system should record timestamps of updates for tracking history.
-

User Story 4 – Progress Monitoring

As a Project Manager (Alice),

I want to monitor the overall progress of all assigned tasks
So that I can track deadlines, identify delays, and manage workloads effectively.

Acceptance Criteria:

- Alice should have a dashboard view of all team members' tasks.
 - Alice should be able to filter tasks by status, priority, and team member.
 - The system should generate alerts if a task is overdue.
-

User Story 5 – Workflow Automation

As both a Project Manager and a Team Member,

I want automated workflows for task assignment and completion
So that manual errors are reduced and the project lifecycle is more efficient.

Acceptance Criteria:

- When Alice assigns a task, the system should auto-notify the assigned member.
- When Bob marks a task as completed, Alice should receive a notification.
- The workflow should enforce role-based access (Alice = create/assign, Bob = update status).

Project Objectives

The primary objective of this project is to **optimize task management and accountability** within a small project team by introducing clear role definitions, access controls, and structured workflows.

Specific Objectives:

1. Define Roles & Responsibilities

- Establish clear distinctions between the Project Manager (task creator/assigner) and Team Members (task executors).

2. Implement Role-Based Access Control (RBAC)

- Ensure that users can only perform actions permitted by their roles (e.g., Alice can assign tasks, Bob can only update his tasks).

3. Automate Workflows

- Develop streamlined workflows for onboarding, task assignment, progress tracking, and completion to reduce delays and errors.

4. Improve Task Visibility & Accountability

- Provide team members with personalized dashboards to view only their assigned tasks.
- Enable the Project Manager to monitor overall progress through consolidated reports.

5. Enable Real-Time Progress Tracking

- Allow team members to update task status in real time.
- Notify the Project Manager of task completions and overdue tasks.

6. Enhance Team Efficiency & Collaboration

- Minimize confusion by reducing overlapping responsibilities.
- Improve communication between the Project Manager and team members.

Challenges

1. Lack of Clear Role Definitions

- Without well-defined responsibilities, tasks may be duplicated, missed, or delayed.
- Risk of confusion when both Project Manager and Team Member try to perform overlapping functions.

2. Access Control Complexity

- Implementing role-based access requires careful design to ensure permissions are neither too restrictive nor too broad.
- Misconfigured permissions can lead to security risks or hinder productivity.

3. Workflow Design & Automation

- Creating workflows that suit both small teams and future scalability can be challenging.
- Over-engineering workflows may add unnecessary complexity, while under-designing them may not solve existing issues.

4. Resistance to Change

- Team members may be hesitant to adapt to new systems or processes, preferring manual methods.
- Training and user adoption may take extra effort.

5. Task Tracking & Accountability

- Ensuring that progress updates are timely and accurate depends on the discipline of team members.
- Without consistent updates, dashboards and reports may not reflect the real situation.

6. Integration with Existing Tools

- If the team already uses tools like email, spreadsheets, or chat apps, integrating the new system smoothly can be difficult.

7. Scalability Limitations

- While designed for a small team (Alice and Bob), the system should be flexible enough to handle larger teams in the future.

Benefits of the Project

1. Clear Role Definition

- Establishes a structured distinction between Project Manager (Alice) and Team Member (Bob).
- Reduces confusion by ensuring each person knows their exact responsibilities.

2. Enhanced Accountability

- Role-based access ensures that tasks are properly tracked and owned by specific individuals.
- Task history and updates create transparency in the project lifecycle.

3. Improved Task Visibility

- Team members see only their assigned tasks, which helps focus on priorities.
- The Project Manager gains a complete overview of progress across all tasks.

4. Efficient Workflow Automation

- Automates task assignment, progress tracking, and notifications.
- Reduces manual effort, delays, and errors in communication.

5. Real-Time Progress Tracking

- Enables immediate updates on task status.
- Alerts for overdue or pending tasks help the Project Manager take timely action.

6. Better Collaboration

- Streamlined communication between Project Manager and Team Member.
- Improves teamwork by reducing misunderstandings and task overlaps.

7. Scalability for Future Growth

- Although designed for a small team, the system can be expanded for larger teams.
- Ensures long-term usefulness and adaptability.

8. Higher Productivity & Efficiency

- Clear responsibilities, automated workflows, and structured tracking improve overall project delivery.
- Frees up time for both Alice and Bob to focus on execution rather than administration.