Virtual AI Manager (VAM) – Priority Ordered Functionalities

This document reorganizes all VAM functionalities from highest to lowest priority. The order is based on real-world managerial dependency, business value, and build sequence. Higher priority items are required before lower ones can function correctly.

🔴 Priority 0 – Core Foundation (Must-Have)

Task Management

- Automatic task creation from goals, meetings, or messages
- Manual task creation and editing
- Task prioritization
- Task assignment and reassignment
- Deadline management
- Task dependency handling
- Task status tracking
- Task escalation
- Task history and archival

Project & Program Management

- Create and manage projects
- Define milestones and deliverables
- Build task dependency graphs (DAGs)
- Assign project ownership
- Track project health (on track, at risk, delayed)
- Dynamic replanning

Execution Monitoring & Control

- Daily progress tracking
- Weekly progress summaries
- Detect missing updates
- Identify blockers
- Trigger reminders and nudges
- Escalate unresolved issues

🟠 Priority 1 – Managerial Intelligence

Strategy & Business Planning

- Accept organization-level goals (OKRs, KPIs)
- Align tasks and projects with goals
- Track goal progress
- Detect scope creep
- Suggest de-prioritization or goal changes

Decision Support & Risk Management

- Analyze trade-offs
- Provide recommendations
- Explain reasoning
- Identify risks early
- Suggest mitigation strategies

Communication & Collaboration

- Generate daily standup summaries
- Generate weekly and monthly reports
- Send reminders and follow-ups
- Summarize conversations
- Answer stakeholder queries

🟡 Priority 2 – People & Operations

Team & People Management

- Maintain employee profiles
- Track skills and expertise
- Track working hours and availability
- Monitor workload and burnout risk
- Balance workload across teams

Leave, Holiday & Attendance Management

- Submit leave requests
- Approve or reject leave
- Track leave balances
- Maintain holiday calendars
- Adjust plans based on availability

Meeting & Calendar Management

- Schedule meetings automatically

- Detect calendar conflicts
- Suggest optimal meeting times
- Create agendas
- Extract action items
- Create follow-up tasks

🟢 Priority 3 – Growth & Scaling

Hiring & Recruitment

- Define role requirements
- Generate job descriptions
- Post jobs to platforms
- Track candidates and stages
- Schedule interviews
- Summarize interview feedback

Onboarding & Knowledge Management

- Generate onboarding plans
- Assign onboarding tasks
- Provide role-specific documentation
- Answer new hire questions
- Maintain internal knowledge base

🔵 Priority 4 – Analytics & Automation

Analytics & Insights

- Project performance analytics
- Team workload analytics
- Delivery trend analysis
- Risk and delay forecasting
- Executive dashboards

Automation & Proactive Intelligence

- Proactive suggestions
- Automatic replanning
- Early warning alerts
- Pattern learning over time

🟣 Priority 5 – Platform & Enterprise Readiness

Tool & Platform Integration

- MCP tool discovery
- Tool permission management
- Tool output validation
- Retry and recovery logic

User Interaction & Control

- Clarifying questions
- Confirmation for sensitive actions
- Manual overrides
- Feedback collection
- Role-based personalization

Security & Access Control

- Role-based access control
- Approval workflows
- Audit trails
- Data isolation for multi-tenant use

System & Reliability

- State management
- Failure recovery
- Idempotent operations
- Rollback support
- Observability and logging

⚪ Priority 6 – Future & Advanced Capabilities

Customization & Extensibility

- Organization-specific rules
- Custom workflows
- Plugin-style extensions

Advanced Capabilities

- Voice-based management
- Predictive staffing
- Financial planning integration
- AI-assisted performance coaching
- Multi-organization SaaS support

Final Recommendation

Start with Priority 0 and 1 only. Once stable, progressively enable higher priorities. This ensures correctness, trust, and real managerial value before adding advanced automation or enterprise features.