

Manage my Life (Tasks)

1. Introduction

Manage my Life (Tasks) tries to simplify the organization and management of routine and special tasks of its user. It would provide easy way of collaboration between its users and would be accessible from anywhere through internet.

- It would use concepts and techniques described in Getting Things Done by David Allen. GTD is based on storing, tracking and retrieving the information related to the things that need to get done.
- In future it would try to bring in additional concepts from management and enterprise task management software to simplify life.

- REFER APPENDIX A1 FOR INFORMATION ON TASK MANAGEMENT

2. Expected List of Features

- Basic
 1. **Add, organize and manage tasks:** Add, organize and manage your tasks in an easy intuitive way. Set priority and due date to help schedule it better
 2. **Access tasks everywhere:** Accessible on web and multiple mobile platforms.
 3. **Search/Filter:** Easily search for tasks based on filters
 4. **Protection:** Protect your task for unauthorized access
 5. **Notes:** Everything you need to complete the task is kept together by adding notes
 6. **Tags/Labels:** Manage your tags, assign them to tasks and quickly find tagged tasks
 7. **Schedule:** Schedule commencement of work on task.
 8. **Set status:** Mark status of tasks e.g. "In Progress" or "Complete"
- Advance
 1. **Projects:** Group all tasks related to an assignment within a project
 2. **Lists:** Keep related tasks and projects together e.g. based on location, client etc.
 3. **Sharing:** Share projects, tasks with anyone – colleagues, family, friends.
 4. **Collaborate:** Collaborate in real-time on shared projects and goals. Discuss details and delegate/assign tasks - on any device or platform and get some teamwork going.
 5. **Comments:** Add comments to projects/tasks and get updates from collaborators.
 6. **Reminders:** Get reminded about upcoming task or deadline.
 7. **Notifications:** Get notified in notifications area when changes happen to status of important projects/tasks you'll easily stay updated and on track.

- REFER APPENDIX A2 FOR BACKLOG OF FUTURE FEATURES

3. Market Survey

The following is a comparison with applications that have ideas similar to this project.

- ✔ Indicates this project should have a similar feature
- ⚠ Indicates a similar feature is applicable to this project and could be useful, but will have to be deferred to a future release
- ✘ Indicates a similar feature is not required by or is not applicable to this project

2Do (Beehive Innovations Ltd)

2Do is a product by Beehive Innovations limited. Details about this product can be found in Appendix B1. The following is an evaluation of its features against our product.

Lists ✔	Quick Entry ⚠
Projects ✔	Protection ✔
Search ✔	Nearby ⚠
Tags ✔	Batch Editing ⚠
Notifications: ✔	Backups ✘

Most of the features in the 2Do app are applicable to this project. The only exception is backups as we would not be saving information locally on the machine. Some of these applicable features would have to be deferred to a future date as it cannot be completed within the project time frame

Todoist (Doist)

Todoist is a product by Doist. Details about this product can be found in Appendix B2. The following is an evaluation of its important features against our product.

Access tasks everywhere ✔	Notifications ✔
Distraction-free design ⚠	Multiple priorities ⚠
Sub tasks ⚠	Visualize your productivity ⚠
Sub projects ⚠	Reminders ✔
Share and collaborate ✔	Comments ✔

All the features in the Todoist app are applicable to our project. Many of these applicable features would have to be deferred to a future date as it cannot be completed within the project time frame

Any.do (Any.do)

Any.do is a product by Any.do. Details about this product can be found in Appendix B3. The following is an evaluation of its important features against our product.

Daily Planner 🟢	Subtasks 🟢
Share and Delegate 🟢	List management 🟢
Upload Files ⚠️	Comments 🟢
Sync across devices ⚠️	Reminders 🟢
Notes 🟢	Notifications 🟢

All the features in the Any.do app are applicable to our project. Many of these applicable features would have to be deferred to a future date as it cannot be completed within the project time frame

ToDo Task Manager (Mikes android workshop)

ToDo Task Manager is a product by Mikes Android Workshop. Details about this product can be found in Appendix B4. The following is an evaluation of its important features against our product.

Task List 🟢	Search/Filter 🟢
Calendar 🟢	

This is one of the crudest app in the list. It provides only the basic features required by a task list product. All the features in this app are applicable to our project.

Nitro (caffeinatedco.de)

Nitro Tasks is a product by Caffeineatedco.de. Details about this product can be found in Appendix B5. The following is an evaluation of its important features against our product.

Smart Lists 🟢	Notes 🟢
Drag and Drop ⚠️	Prioritize 🟢
Search 🟢	Due Dates 🟢

All the features in the Nitro app are applicable to our project. Though “Drag and drop” is an applicable feature it would have to be deferred to a future date as it cannot be completed within the project time frame

4. References

- References to material / websites / books etc. relevant to application idea
 - https://en.wikipedia.org/wiki/Task_management
 - https://en.wikipedia.org/wiki/Getting_Things_Done
- Links to the websites and applications relevant to application idea
 - [2Do \(Beehive Innovations Ltd\)](#)

- [Todoist \(Doist\)](#)
- [Any.do \(Any.do\)](#)
- [ToDo Task Manager \(Mikes android workshop\)](#)
- [Nitro \(caffeinatedco.de\)](#)

Appendix A1: Task Management

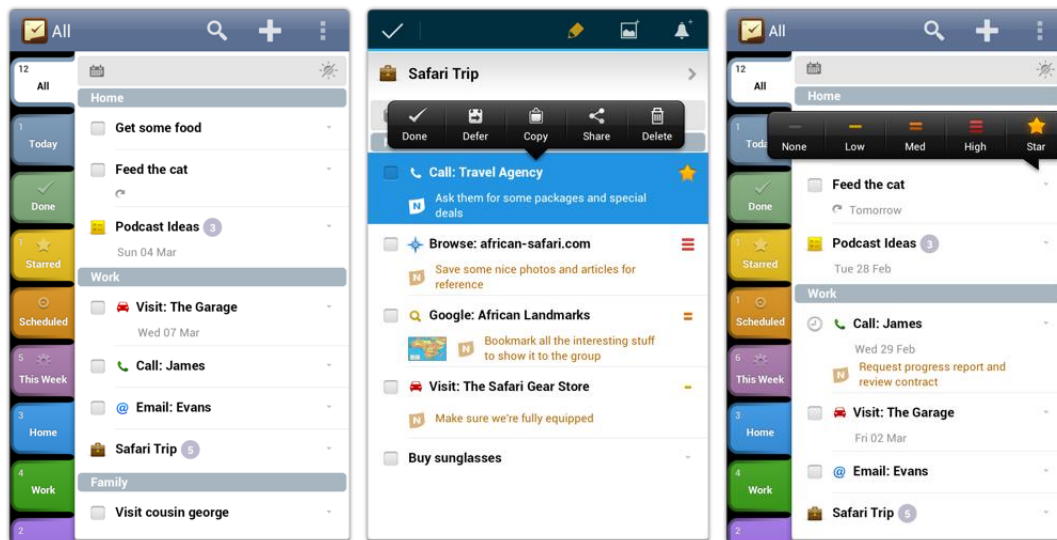
Task management is the process of managing a task through its life cycle.

- Task management can help either individuals achieve goals, or groups of individuals collaborate and share knowledge for the accomplishment of collective goals.
- Effective task management requires managing all aspects of a task, including its status, priority, time, human and financial resources assignments, recurrence, notifications and so on. These can be lumped together broadly into the basic activities of task management.

Appendix A2: Features for the future

1. **Daily Planner:** It would quickly check what are the tasks scheduled for the day
2. **Linked tasks:** Support for linked tasks to identify dependency between them
3. **Smart Lists:** Helps you find tasks quickly
4. **Nearby:** Get automatic alerts every time there's something to be done nearby
5. **Quick Entry:** Add tasks quickly one after another, from anywhere
6. **Batch Editing:** Batch schedule multiple tasks in one go.
7. **Multiple Priorities:** Focus on what's important using priority levels
8. **Visualize Productivity:** Track productivity and visualize achievement trends over time
9. **Upload Files:** Attach any type of file to the tasks and view them from any device
10. **Export:** Support export of specific task/project information to reports in various formats
11. **Local/Offline Storage:** Support for storage of task information in local memory to help offline access.
12. **Recurring tasks:** Customize repeating tasks for example

Appendix B1: Review 2Do (Beehive Innovations Ltd)

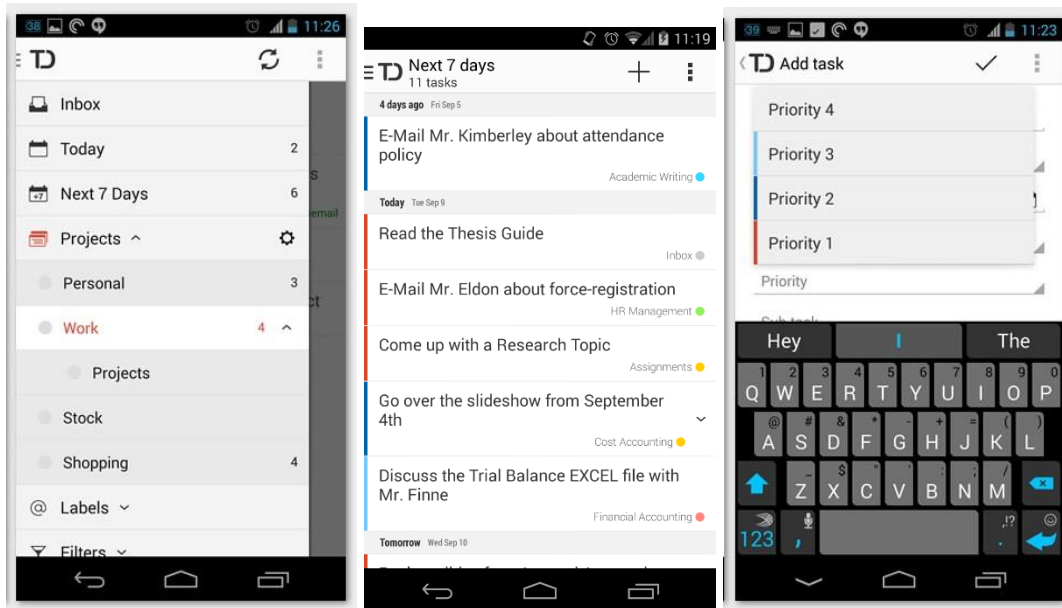


Features of 2Do

1. **Lists:** Become organized. Keep related tasks and projects together in color coded list. ✓
2. **Projects:** Take control of your complicated life by using a combination of tasks, projects and checklists. ✓
3. **Search:** From dynamic date-range searches to full-text soundex searches, 2Do does search like no other. ✓
4. **Smart Lists:** Create powerful perspectives of your tasks, saving you the time spent finding specific tasks otherwise. ⚠
5. **Tags:** Manage your tags, assign them to tasks and quickly find tagged tasks all from a single location. ✓
6. **Focus:** Toggle between displayed tasks and filtered tasks based on a pre-defined set of focus options. ⚠
7. **Notifications:** Create multiple notification for a single task, sound or a text alert: your choice. 2Do will nag you till it's done. ✓
8. **Quick Entry:** Add tasks quickly one after another, from anywhere. Quick Entry works even if 2Do isn't running in the background. ⚠
9. **Protection:** Your life is a private affair. Manage it by locking out individual lists or the whole app with a single click. ✓
10. **Nearby:** See only the tasks that matter. Get automatic alerts every time there's something to be done nearby. ⚠
11. **Batch Editing:** Batch schedule multiple tasks in one go. Drag and drop on the calendar or the Scheduled list to schedule quickly. ⚠
12. **Backups:** Automatically created for you, at frequent intervals. ⛔

Most of the features in the 2Do app are applicable to our project. The only exception is backups as we would not be saving information locally on the machine. Some of these applicable features would have to be deferred to a future date as it cannot be completed within the project time frame

Appendix B2: Review Todoist (Doist)



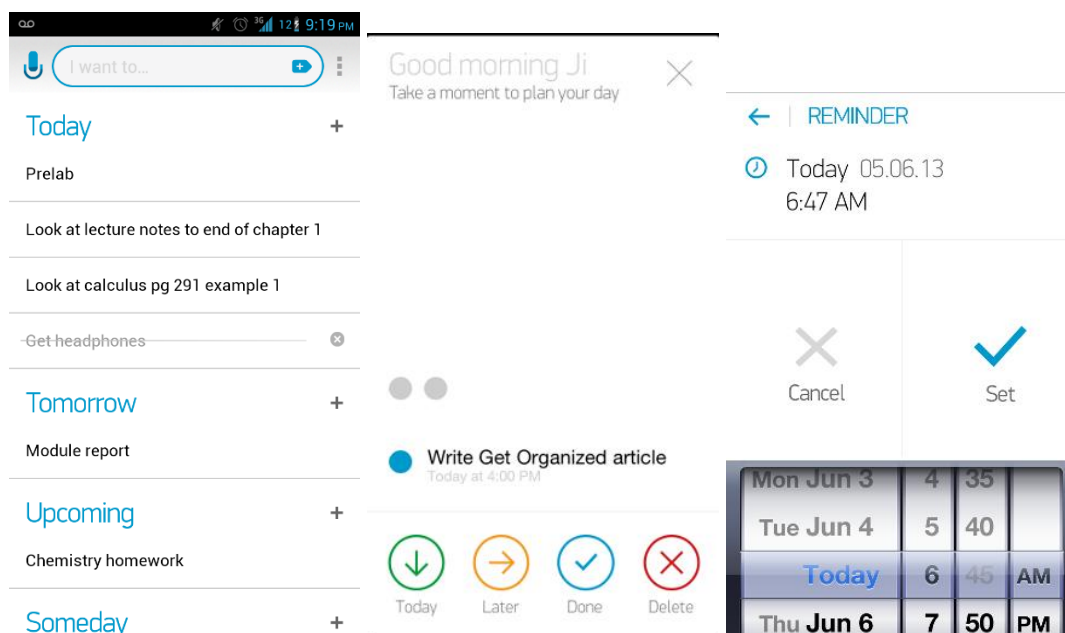
Features of 2doist

1. **Access tasks everywhere:** With apps and extensions for 10+ platforms, your tasks are always there: on mobile devices, web browsers, inboxes, and more. 🟢
2. **Distraction-free design:** Your tasks are a big part of your life. Stay motivated and organized with Todoist's intuitive and beautiful to do list. 🟡
3. **Sub tasks:** Achieve more by breaking big tasks into smaller sub-tasks (multi-level). 🟡
4. **Sub projects:** Manage complexity by breaking big projects into smaller sub-projects (multi-level). 🟡
5. **Share and collaborate:** Share projects, delegate tasks and discuss details - on any device or platform! 🟢
6. **Notifications:** Get notified when important changes happen via emails or push notifications. 🟢
7. **Intuitive dates:** Easily add due dates using normal language, such as "Monday at 2pm". 🟡
8. **Powerful recurring dates:** Create repeating due dates naturally like typing "every Friday at 8am". 🟡
9. **Real-time data synchronization:** Never think about syncing, we do it for you in real-time across all devices and platforms. 🟡
10. **Multiple priorities:** Focus on what's important using Todoist's color-coded priority levels. 🟡
11. **Visualize your productivity:** With Todoist Karma you can track your productivity and visualize your achievement trends over time. 🟡

12. **Reminders:** Get reminded via email, push notification or SMS. Also receive location-based alerts when on-the-go. ✓
13. **Comments:** Add as many details as you want using task comments. Or attach PDFs, spreadsheets or photos. ✓
13. **Labels and filters:** Put tasks into contexts via labels, a great way to become even more organized. Create custom filters that fit your workflow. ✓

All the features in the Todoist app are applicable to our project. Many of these applicable features would have to be deferred to a future date as it cannot be completed within the project time frame

Appendix B3: Review Any.do (Any.do)



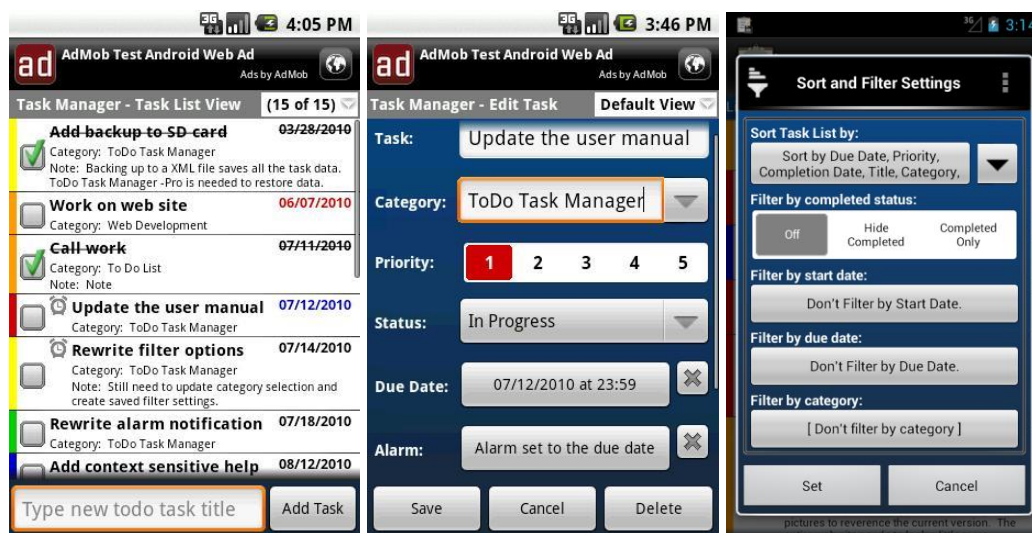
Features of Any.do and comparison with

1. **Daily Planner:** The “Moment” feature is the daily planner you've been looking for. ✓
2. **Share and Delegate:** Share your to-do's with family, friends and colleagues and get some teamwork going. ✓
3. **Upload Files:** Attach any type of file to your tasks and view them from any device. ⚠
4. **Sync across devices:** Your tasks are always there with you. Anytime, on every device. ⚠
5. **Notes:** Add notes to your tasks to make sure you have everything you need to complete the task. ✓
6. **Subtasks:** Break big projects into small tasks. Can also work great for grocery lists. ✓
7. **List management:** Create and organize lists to help you stay on top of everything. ✓
8. **Comments:** Add comments and get updates, all in one place, synced everywhere. ✓
9. **Reminders:** Add reminder and get reminded at the right time or place. You won't forget your tasks. ✓

10. **Action shortcuts:** Call, text, email, buy or even book your trip, all from within Any.do without leaving the app. ⚠
11. **Notifications:** With the new notification center you'll easily stay updated and on track. ✅
14. **Advanced recurring tasks:** Customize your repeating tasks for example, every 2nd weekend or first Tuesday of the month. ⚠

All the features in the Any.do app are applicable to our project. Many of these applicable features would have to be deferred to a future date as it cannot be completed within the project time frame

Appendix B4: Review ToDo Task Manager (Mikes android workshop)

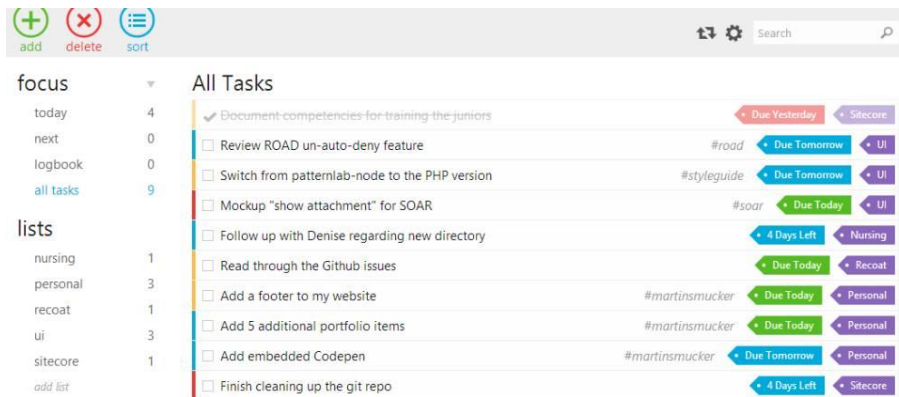


Features of ToDo task Manager

1. **Task List:** Helps manage the tasks ✅
2. **Calendar:** Maps task to google calendar ✅
3. **Search/Filter:** Define filter to be applied to task list ✅

This is one of the crudest app in the list. It provides only the basic features required by a task list product. All the features in this app are applicable to our project.

Appendix B5: Review Nitro (caffeinatedco.de)



Features of Nitro

1. **Smart Lists:** Use smart lists to organize your tasks depending on their due date. ✓
2. **Drag and Drop:** Easily organize your tasks with the power of drag and drop. ⚠
3. **Search:** Instantly search through notes and tasks with Nitro's ultra-fast search. ✓
4. **Notes:** Use notes to easily keep your ideas together. Store notes along with tasks for additional information. ✓
5. **Prioritize:** Easily see which tasks are most important. Give your tasks priority to decide which tasks need to be done first. ✓
6. **Due Dates:** Set due dates for your tasks and experience the magic of Nitro sorting your tasks. ✓
All the features in the Nitro app are applicable to our project. Though "Drag and drop" is an applicable feature it would have to be deferred to a future date as it cannot be completed within the project time frame