Requirements and Analysis

The Taskmasters

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# Description of System Functionality

The system is a project management system, which will allow a workgroup to collaborate on creating an completing projects. Users will be able to create projects, keep track of tasks assigned them, and monitor overall project status.

# Data Dictionary

**Projects Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key** | **Field Name** | **Data Type** | **Field Size** | **Comments** |
| P | ID | AutoNumber |  |  |
|  | ClientName | Text | 255 |  |
|  | ProjectDescription | Text | Long |  |
| F | ProjectManager | Number |  | Employee ID from Employee Table |
| F | ProjectStatus | Text | 30 | From Status Table |
| F | ProjectType | Text | 30 |  |
|  | DateCreated | Date |  |  |
|  | DateCompleted | Date |  |  |

**Tasks Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key** | **Field Name** | **Data Type** | **Field Size** | **Comments** |
| P | ID | AutoNumber |  |  |
| F | Project | Number |  | Reference to Project Table |
|  | TaskDescription | Text | Long |  |
| F | RespEmployee | Number |  | Employee ID from Employee Table |
|  | Completed | Bool |  |  |
|  | StartDate | Date |  |  |
|  | EndDate | Date |  |  |
|  | CompletedDate | Date |  |  |
|  | Comments | Text | Long |  |

**Employee Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key** | **Field Name** | **Data Type** | **Field Size** | **Comments** |
| P | ID | AutoNumber |  |  |
|  | FirstName | Text | 30 |  |
|  | LastName | Text | 30 |  |
|  | ShortName | Text | 5 |  |
|  | Email | Text | 50 |  |

**Status Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key** | **Field Name** | **Data Type** | **Field Size** | **Comments** |
| P | ID | AutoNumber |  |  |
|  | Description | Text | 20 |  |

# Major use scenarios

Project Creation

1. The user creates a project that the workgroup must complete.
2. The user adds critical information for the project, including:
   1. A description of the project
   2. The client for the project
   3. The project manager with overall responsibility for the project
   4. The project’s type
3. The user enters tasks necessary to complete the project.

Task Creation

1. The user can add a task to a new or existing project.
2. The user identifies the employee responsible for task completion.
3. The user identifies the planned start and end dates for the task.

Task List

1. The user is presented with a list of tasks assigned to the user.
2. The user can mark tasks as completed.
3. The user can extend a task due date.

Add/Edit Employees

1. A user can enter or edit an employee’s identifying information.
2. Once an employee is entered, the employee can be assigned tasks and projects.

# Description of user interface (prototype

# Team roles for this phase: