IS212 (AY 2025-26, T1) – Change Document (Week 6)

The customer has consulted several staff members which will be using the Smart Task Management system and has identified 2 areas which require updates to the requirements. For Task Management, the team has realised the need for recurring tasks for the First Release, reducing the need to manually recreate tasks that are considered routine. For Task Grouping and Organisation, Priority Buckets have also been added as a requirement for the First Release, as distinguishing tasks by level of importance has been identified as a key requirement.

Change	Description
Update to Task Management	Users can create new tasks/subtasks (can be in a project or standalone), view their current tasks/subtasks, update task/subtask details, and update their statuses. Tasks can include deadlines, notes, invited collaborators, and status tracking. Managers and above can assign tasks/subtasks to their staff, transferring ownership to them. This forms the foundation for personal and team productivity. Task recurrence allows users to create tasks that automatically repeat at set intervals, reducing the need to manually recreate routine work. When a recurring task is completed, the system generates the next instance with an updated due date.
Update to Task Grouping and Organisation	Users can create projects to house their tasks and subtasks. Collaborators can be invited to work on projects. This ensures that there are proper organisation and navigation for projects, as most staff work on multiple. Tasks are also assigned to a numbered Priority Bucket from 1 – 10 (with 1 being the least important and 10 being the most), organising them by their level of importance. This ensures that critical work is clearly distinguished from less urgent tasks. Priority must be set at time of creation but can be changed by the owner later.

(Updates to functionality areas are highlighted)