

## **Brief Description of the Collaborative Work System:**

The collaborative work system is an online platform designed to facilitate efficient teamwork, project management, and communication among users. It serves as a centralized hub for professionals and teams to collaborate on tasks and projects, share files, communicate in real-time, and streamline their work processes. The system empowers users to organize their work, track progress, and engage in effective collaboration, whether they are working on small tasks or complex projects.

Next, we'll create a list of tasks that the paper prototype of your system supported. These tasks should represent key functionalities and activities that users can perform within your collaborative work system. You can adapt the following tasks to your specific wireframes:

## **Tasks Supported by the Paper Prototype:**

1. **Logging In:** Users can test the login/sign-up functionality by entering their email and password to access the system. They can also explore options like "Sign Up," "Forgot Password," and "Terms & Conditions."
2. **Viewing the Dashboard:** Users can navigate through the dashboard to explore their profile information, job title, and access the menu with options like "Tasks," "Projects," "Messages," and "Settings."
3. **Managing Tasks:** Users can interact with the task list, including viewing task titles, deadlines, and task status. They can experiment with checkbox or task completion indicators and test the task filtering and sorting options by priority, due date, and status.
4. **Exploring Task Details:** Users can delve into the details of a selected task, including the task title, description, deadline, and collaborators. They can test options to edit, delete, or mark the task as complete, as well as participate in task-related discussions.
5. **Managing Projects:** Users can access and interact with the list of projects, viewing project names and progress indicators (e.g., "In Progress," "Completed," "On Hold"). They can create a new project or explore project details.

6. **Project Details:** Users can view detailed information about a selected project, including the project name, description, and collaborators. They can interact with project timelines or Gantt charts to understand milestones and deadlines and access project-related files and discussions.
7. **Messaging and Communication:** Users can engage with the messaging inbox, checking user chats and conversations. They can test user avatars, names, last message previews, the compose message feature, and notification indicators.
8. **Chat Conversation:** Users can participate in a chat conversation with a collaborator. They can send messages, view timestamps, and share files within the chat window.
9. **User Profile:** Users can explore their user profile page, view profile information (e.g., profile picture, name, job title), and access a summary of their recent activity or contributions. They can experiment with editing profile information and adding a bio.
10. **Configuring Settings:** Users can access the settings screen to configure preferences. They can explore settings categories such as "Notifications," "Privacy," "Language," and "Account." Users can test the save changes and log out options.