**Scope of Work** (SOW) - Is an agreement between an employee/contractor and employer outlining services work to be completed by the employee. SOW’s are used commonly in technology jobs and contract work.

Please submit your Scope of Work Document by Jul 2 detailing the project you plan to complete. (Make a copy and answer the questions below about your Application. You will submit with your Final Project PowerPoint/Slideshow)

**Deliverables:**

| Describe your application in detail. What does it do? How does it work?  **FocusTime** is a C++ desktop application designed to help users improve productivity by tracking how much time they spend on specific tasks and activities throughout the day.  The application allows users to:   * Create named tasks or categories (e.g., “Study,” “Work,” “Break”). * Start, pause, and stop timers associated with each task. * Record time logs for each session. * View a summary of time spent on each task. * Save time logs automatically in a structured file format on the computer for future reference.   **How it works:** The user opens the application and creates one or more tasks to track. A simple interface shows a list of tasks with controls to start or stop timing. As timers run, the app tracks elapsed time. When a timer is stopped, the session is logged. A separate summary screen shows total time spent per task, allowing the user to see how their time was allocated. Data is saved locally to maintain a record of productivity over multiple sessions. |
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**Milestones:**

| **Core Features(min 3)**   1. **Task Management and Timer Control**  * Users can create, rename, and delete tasks. * Each task has an independent timer that can be started, paused, or reset.   **2. Time Logging and Storage**   * When a timer stops, the session is saved automatically in a structured file (e.g., CSV or JSON). * Logs include the task name, start and end time, and total duration.   **3. Summary and Analytics Display**   * A summary screen shows total time spent on each task. * Basic statistics such as daily totals and percentage breakdowns by category are displayed.   **Special Features -** How do you want it to work in the future after you have more time to develop the idea and your programming skills?  Overlay Widget: A floating widget that remains visible while working in other applications to make it easier to start or stop timers without switching windows.  Data Visualization: Pie charts or bar graphs to visualize time distribution across tasks and days.  Export Options: Ability to export time logs to PDF or Excel for further analysis.  Reminders and Notifications: Alerts to remind users to take breaks or switch tasks after a set period. |
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**Timeline:** **FINAL PROJECT & PRESENTATION: Jul 2, 2025**.