**MINISTRY OF EDUCATION AND TRAINING**

**FPT UNIVERSITY**

Capstone Project Document

**Office Task Management**

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| **Capstone Project code** | OTM |

-Ho Chi Minh City, 13/05/2015-

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# Definitions, Acronyms, and Abbreviations

|  |  |
| --- | --- |
| **Name** | **Definition** |
|  |  |

# Introduction

## Project Information

* Project name: **Office Task Management**
* Project Code: **OTM**
* Product Type: **Website, Mobile app**
* Start Date: **May 13th, 2015**
* End Date: **August 22th, 2015**

## Introduction

Nowadays, business organizations have a very large number of tasks every day, so managers may cause mistakes in tracking work and managing tasks. To solve problems of using handwriting to track tasks and manage works, a solution that will support manager to manage and monitor progress tasks and help members track project’s status in needed.

From actual needs, we give the idea of developing a product that helps manage office tasks for business uses. Besides website version, we will develop one more mobile version. Specifically, this version will run based on Android OS.

With this product, we hope that user will follow up tasks more easily.

## Current Situation

Current systems can support users follow up and manage tasks on website, but don’t have mobile version or vice versa. Besides, current systems have comment function on website, but cannot discuss with real-time collaboration.

A few systems allow member to optional add, change task contents, so it only appropriate for small groups.

## Problem Definition

Below are the advantages and disadvantages of current office task management software:

* Advantages:
* Have a nice and simple user-interface, so user can manage tasks more easy.
* Have support review document, download or upload files, and manage groups.
* Disadvantages:
  + - Don’t have support report progress.
    - Lack of productivity assessments.
    - Don’t have discuss function with real-time collaboration on website and mobile.

## Proposed Solution

Our project includes website and mobile app not only let managers track tasks and manage processes, but also help assessing productivity of work and creating convenient communication environment.

### **Feature functions**

* Assign task
* Document review and approval
* Group discussion
* Productivity assessment
* Report

### **Advantage and disadvantage**

* Advantages:
  + Easy to use
  + Simple interface
  + Easy to divide task
  + Approve document fast and easily
  + Discuss group in real-time
  + Productivity assessment based on effort and difficult-level of task
  + Report progress of work
* Disadvantages:
  + Only for small companies
  + Only one report type

## Functional Requirement

Function requirements of the system are listed as below:

### **User Management**

* Add, edit, delete account
* Manage user privileges

### Tracking task

* Assign task
* Monitor task
* View, update, delete task
* Search task

### Review and approve document

* Upload/ Download document
* Approve document

### Collaborate in real-time

* Chat group
* See history

### Statistic

* Report
* Productivity assessment

## Role and Responsibility

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Full Name | Role | Position | Contact |
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**Table 1: Roles and Responsibility**