

Darwin TaskLine — MVP Product Requirements Document

Document Control

Field	Value
Version	1.0
Date	February 26, 2026
Product	Darwin TaskLine — Project & Task Management
Audience	Stakeholders, Product Manager, Development Team
Status	Draft — Pending Review

Executive Summary

Darwin TaskLine is a purpose-built web application for project planning, execution, and closeout. It provides a centralized place to manage projects from templates, assign and track tasks, and monitor portfolio health — all in a single, live interface.

[!IMPORTANT] **The value proposition:** Standardized project plans created in seconds from templates, real-time task tracking with ownership and deadlines, and a portfolio dashboard showing what needs attention — all accessible from any browser.

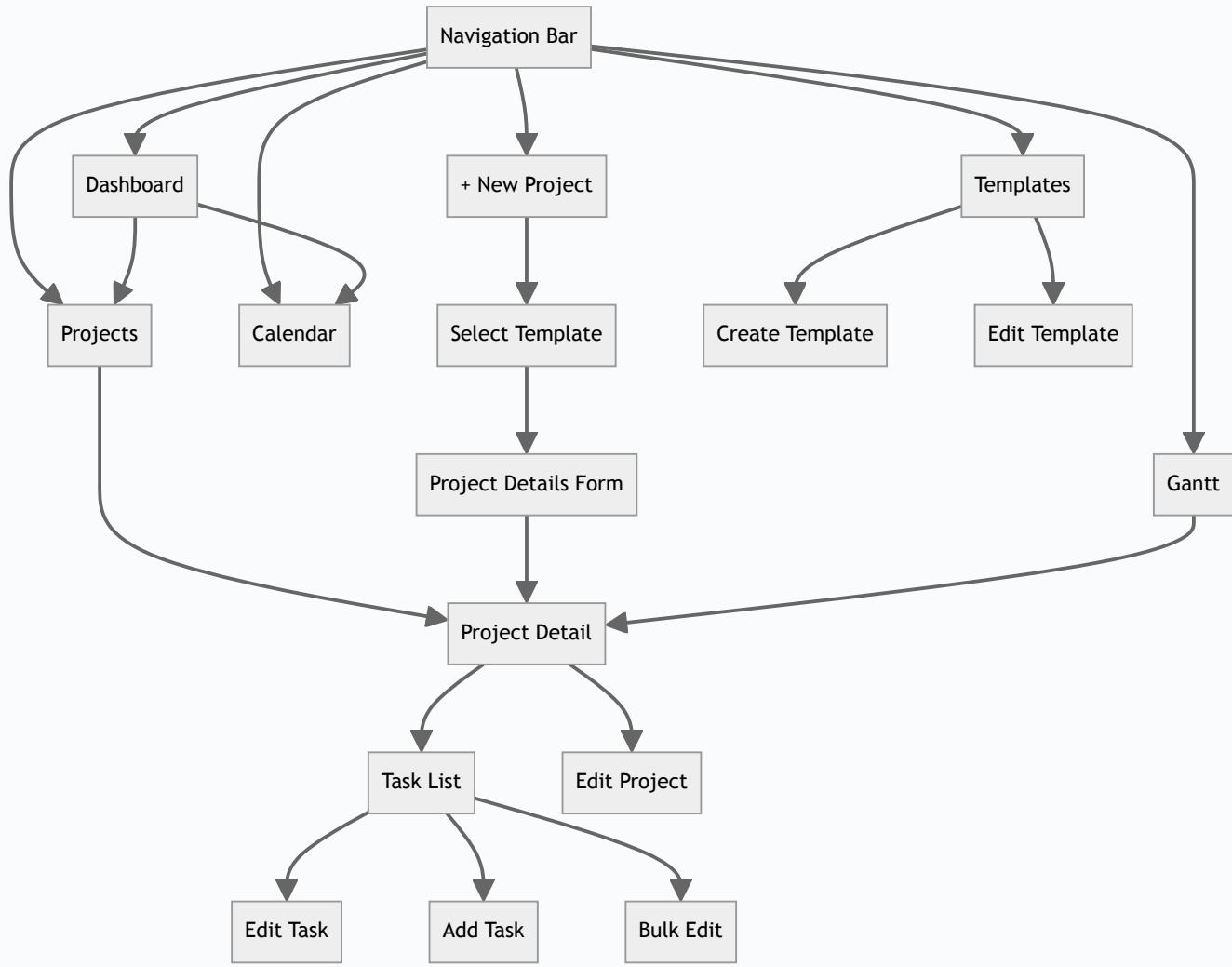
What It Replaces

Manual / Spreadsheet Process	Darwin TaskLine
Static documents emailed around	Live web app accessible by all stakeholders
No real-time status tracking	Task status, completion %, owner assignment updated live
Manual updates, version confusion	Single source of truth, instant updates
No portfolio visibility	Dashboard with KPIs across all projects
No timeline view	Interactive Gantt chart and Calendar
Template reuse via copy-paste	Template library with version control and lifecycle

MVP Scope

<input checked="" type="checkbox"/> In Scope	<input type="checkbox"/> Out of Scope (Future)
Template management (CRUD, publish/archive)	Authentication / user roles
Project creation from templates	Notifications & webhooks
Task assignment and tracking	Risk register
Owner assignment	Audit logging
Gantt chart view	Data export (Excel)
Calendar view	AI features
Dashboard overview	Admin settings panel
Project detail workspace	Mobile responsiveness

Information Architecture



User Journey



Screen-by-Screen Walkthrough

1. Dashboard — Portfolio At-a-Glance

Darwin TaskLine

- Dashboard
- Projects
- Templates
- Tasks
- Calendar
- Gantt
- Admin
- + New Project

Dashboard

Portfolio, execution, and governance overview across all projects

Total Projects

4
3 active

Total Tasks

40
Across all projects

Completed Tasks

12
30% completion rate

Upcoming Deadlines

0
Next 14 days

Portfolio Health
Health status and milestone confidence

On Track **3**
At Risk **1**
Off Track **0**

Average completion: 40%

Milestone confidence (High / Medium / Low): 3 / 1 / 0

Top Risks
Projects requiring leadership attention

Alexander Dennis Grand Opening
At Risk • Overdue: 0 • Blocked: 0

Recent Projects
Latest projects created

Summer Heat Campaign 2025 Marketing Campaign

Upcoming Deadlines
Tasks due in the next 14 days

Dashboard | [Projects](#) | [Templates](#) | [Calendar](#) | [MVP / Vision](#) | [+ New Project](#)

Dashboard – Portfolio overview

Total Projects
4

Total Tasks
87

Completed
32 (37%)

Deadlines
5 in 14 days

Recent Projects

- Project Name | Status
- Project Name | Status

Upcoming Deadlines

- Task | Project | Due Date
- Task | Project | Due Date

What this page does:

- **4 KPI cards** — Total Projects, Total Tasks, Completed Tasks, Upcoming Deadlines
- **Recent Projects** — latest projects with status badges (table or card view toggle)
- **Upcoming Deadlines** — tasks due within 14 days, showing project name, owner, priority
- **Every card is clickable** → navigates to the relevant filtered view

2. Projects — Browse & Manage All Projects

The screenshot shows the 'Projects' section of the Darwin TaskLine interface. At the top, there's a navigation bar with links for Dashboard, Projects, Templates, Tasks, Calendar, Gantt, Admin, and a '+ New Project' button. Below the navigation is a search bar labeled 'Search projects...' and a set of filter buttons: All, Planning, Active, On Hold, Closeout, Complete, and two more buttons for grid and list views.

There are four project cards displayed:

- Summer Heat Campaign 2025** (Active): Communications plan for summer heat safety and awareness. PM: Communications Team, Due: Sep 29, 2025. Status: Marketing Campaign.
- Alexander Dennis Grand Opening** (Planning): Grand opening event for Alexander Dennis facility on July 16, 2025. PM: Events Team, Due: Jul 15, 2025. Status: Event Plan.
- AAMP Phase 1 Planning Study** (Active): Planning study for AAMP Phase 1 implementation. PM: Planning Department, Due: Dec 30, 2025. Status: Planning Study.
- rideRTC Rewards Program Launch** (Complete): Communications plan for rideRTC Rewards Program launch. PM: Marketing Campaign.

Search projects...		Status: All ▾		
Name	Template	Status	Dates	Completion
Office Buildout	Facilities	● Active	Jan-Jun	 45%
ERP Migration	IT Infra	● Active	Feb-Aug	 28%
Q1 Marketing	Marketing	● Planning	Mar-May	 12%
Product Launch	Launch	● On Hold	Jan-Jul	 65%

What this page does:

- Full project list: **Name, Template, Status, Start/Target Dates, Completion %, Task Count**
- **Filter by status:** Planning, Active, On Hold, Closeout, Complete
- **Search** by project name
- **Sort** by any column
- Click any row → opens **Project Detail**

3. Project Detail — The Work Hub

Track and manage project risks with probability × impact scoring

No risks registered yet.
Click "Add Risk" to start tracking project risks.

Tasks (10 of 10)

Validate Dependencies Select Visible Bulk Edit (0) + Add Task

Filters: All Status All Priority All Owners

All Priority ✓ Group by: Status Sort by: Due Date

High Medium Low

Not Started (3)

T009 Write campaign copy High 0%

Phase 2: Creative Development Owner: Content Writer Due Feb 23, 2026 Planned \$300 / Actual \$0

T010 Project manager review of creative assets High 0%

Phase 3: Internal Review & Approval Owner: Project Manager Due Mar 10, 2026 Planned \$0 / Actual \$0

T013 C-Suite approval High 0%

Phase 3: Internal Review & Approval Owner: Executive Due Mar 25, 2026 Planned \$0 / Actual \$0

In Progress (2)

Office Buildout HQ Status: Active | PM: Smith | Budget: \$2.5M

Group by: Phase ▾ | + Add Task | Bulk Edit

▼ Phase 1: Planning (5 tasks)

T001 Site Survey	● High	Smith	✓ Complete
T002 Permits	● Medium	Jones	↻ In Progress

▼ Phase 2: Execution (8 tasks)

T006 Demolition	● High	—	■ Not Started
T007 Electrical	● High	Lee	■ Not Started

What this page does:

- **Project header** — name, description, status, dates, budget, PM
- **Task table** — ID, description, phase, status, priority, owner, due date, completion %
- **Group by Phase** — collapsible sections by project phase
- **Group by Status** — view tasks by current state
- **Inline editing** — click any task to edit without leaving the page
- **Add task** — create new tasks on the fly
- **Bulk edit** — select multiple tasks, update at once

Key actions: Edit project details, add/edit/delete tasks, assign owners, track completion %, transition project status (Planning → Active → Closeout → Complete)

4. Templates — Reusable Project Blueprints

Darwin TaskLine Dashboard Projects Templates Tasks Calendar Gantt Admin + New Project

Project Templates

Browse, customize, and launch projects from standardized templates

Import Template

Event Plan

Generic Project

Marketing Campaign

Media Buy

Op-Ed

Other/Custom

Name	Group	Version	Tasks	Status
Office Buildout	Facilities	v3	24	Published
Marketing Campaign	Marketing	v2	18	Published
ERP Migration	IT	v1	31	Draft
Product Launch	Product	v4	22	Published

What this page does:

- Template library: **Name, Group, Version, Task Count, Status**
- Status lifecycle:** Draft → Published → Archived
- Only **Published** templates available for project creation
- Duplicate** templates to create variants
- Click to view/edit template phases and tasks

5. New Project — Two-Step Creation Flow

The screenshot shows the 'Create New Project' page in the Darwin TaskLine application. At the top, there is a navigation bar with links for Dashboard, Projects, Templates, Tasks, Calendar, Gantt, Admin, and a prominent blue button labeled '+ New Project'. Below the navigation bar, there is a back-link '← Back to Projects' and a main title 'Create New Project' with a subtitle 'Select a template and fill in the project details'. The main content area is titled 'Step 1: Select a Template' and displays a 3x3 grid of project templates, each with an icon, name, and a brief description of the tasks included.

Template	Description
Event Plan	37 tasks • Events, press conferences, community gatherings
Generic Project	16 tasks • Universal template for any project type
Marketing Campaign	32 tasks • Marketing and promotional campaigns
Media Buy	31 tasks • Paid advertising campaigns
Op-Ed	26 tasks • Opinion editorials and thought leadership
Other/Custom	15 tasks • Flexible template for unique projects
Planning Study	32 tasks • Planning studies and research projects
Poster	19 tasks • Poster design and production
Presentation	23 tasks • Presentations, briefings, board meetings
Press Release	25 tasks • Press releases and media announcements
Public Notice	27 tasks • Public notices and legal announcements
Social Media Campaign	27 tasks • Social media campaigns and content

- Internal team review
- Department director review
- C-Suite approval

Phase 4: Launch & Distribution

- Execute launch activities
- Distribute deliverables
- Monitor initial performance

Phase 5: Post-Project Evaluation

- Gather feedback from stakeholders
- Compile lessons learned
- Create final project report

Step 2: Project Details**Basic Information**

Enter project name

Description

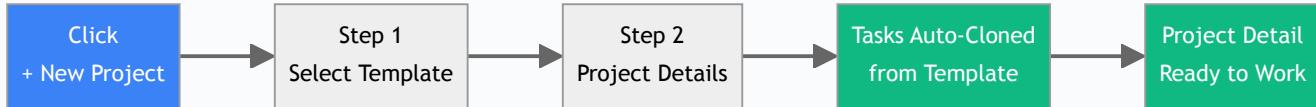
Enter project description

Project Manager

Enter project manager name

Start Date

Target Completion Date



Step 1—Choose Template: Browse and select from published templates. Each shows task count and description.

Step 2 — Project Details:

- Project Name (required)
- Description
- Project Manager
- Start Date / Target Completion Date
- Budget

On creation, **all template tasks are automatically cloned** into the project.

[!TIP] You can also create a **blank project** without a template and add tasks manually.

6. Calendar — Date-Oriented Planning

The screenshot shows the Darwin TaskLine Project Calendar interface. At the top, there is a navigation bar with links for Dashboard, Projects, Templates, Tasks, Calendar (which is highlighted in blue), Gantt, Admin, and a 'New Project' button. Below the navigation bar, the title 'Project Calendar' is displayed, followed by the subtitle 'View all projects and tasks by their dates'. A 'Project Timeline' section contains buttons for Today, Back, and Next, and a date range for February 2026. To the right of the timeline are buttons for Month, Week, Day, and Agenda. The main area is a grid calendar for February 2026, showing days from 01 to 28. The days are labeled with their respective dates. The 'Month' view mode is selected.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

View modes: Month, Week, Day

Toggle modes:

- **Projects mode** (default) — project schedule windows as time-range bars
- **Tasks mode** — individual task deadlines as events, color-coded by phase

Click any event → navigates to project detail.

7. Gantt Chart — Timeline Visualization

Gantt Chart

Visualize project timelines and task dependencies

Project Timeline

View and manage project schedules

All Projects



Day

Week

Month

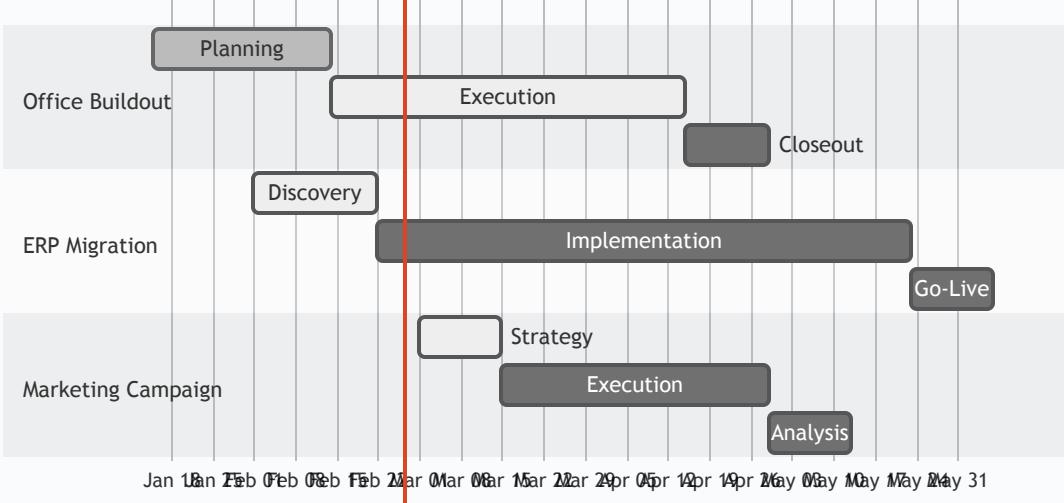
Name	From	To	August	September	October	November	December
▶ Summer Heat Campaign 2025	Wed, 30 April 2025	Mon, 19 May 2025					
▶ Alexander Dennis Grand Opening	Mon, 31 March 2025	Sat, 19 April 2025					
▶ AAMP Phase 1 Planning	Tue, 14 January 2025	Sun, 2 February 2025					
▶ rideRTC Rewards Program Launch	Mon, 30 September 2024	Sat, 19 October 2024					



rideRTC Rewards Program

40 tasks lacked complete dates, so the timeline uses inferred sequencing.

Portfolio Timeline



Features:

- **Collapsible hierarchy:** Projects → Phases → Tasks
- **Timeline columns:** Day, Week, Month views

- **Click interactions:** project bars → project detail, task bars → slide-out editor
- **Missing dates handled:** tasks without dates inferred from project dates (dashed borders)

User Stories

Epic 1: Template Management

ID	Story	Priority
US-1.1	As a PM, I want to browse a library of project templates so I can find the right starting point	High
US-1.2	As an Admin, I want to create a template with phases and tasks so my team can reuse it	High
US-1.3	As an Admin, I want to edit and version a template so I can improve it over time	Medium
US-1.4	As an Admin, I want to publish, archive, and duplicate templates to control their lifecycle	Medium

Epic 2: Project Creation & Setup

ID	Story	Priority
US-2.1	As a PM, I want to create a project from a published template so I start with pre-built tasks	High
US-2.2	As a PM, I want to create a blank project for one-off work	Medium
US-2.3	As a PM, I want to see all projects in a filterable, sortable list	High
US-2.4	As a PM, I want to edit project metadata (name, dates, budget, status)	High
US-2.5	As a PM, I want to delete a project I no longer need	Low

Epic 3: Task Management & Assignment

ID	Story	Priority
US-3.1	As a PM, I want to view all tasks in a project grouped by phase or status	High
US-3.2	As a PM, I want to add new tasks to a project during execution	High
US-3.3	As a PM/Member, I want to edit task details (status, owner, dates, completion %)	High
US-3.4	As a PM, I want to assign an owner to each task for clear accountability	High
US-3.5	As a PM, I want to bulk-edit multiple tasks at once	Medium
US-3.6	As a PM, I want to declare dependencies between tasks	Medium

Epic 4: Gantt Chart

ID	Story	Priority
US-4.1	As a PM , I want to see all projects on a timeline to visualize schedules	High
US-4.2	As a PM , I want to click Gantt bars to see details or edit inline	Medium
US-4.3	As a PM , I want the Gantt to handle missing dates gracefully	Medium

Epic 5: Calendar View

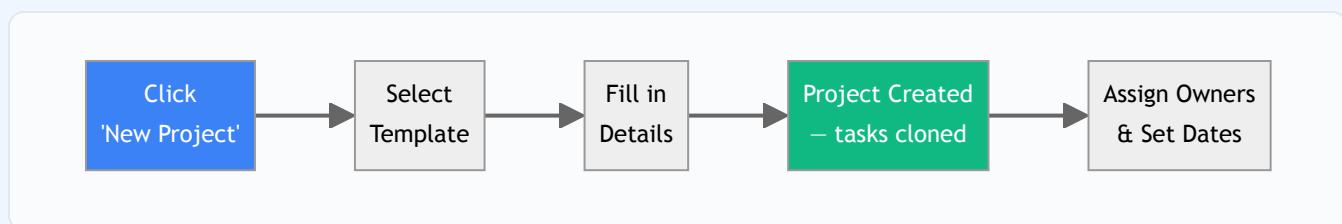
ID	Story	Priority
US-5.1	As a PM , I want to see project timelines and task deadlines on a calendar	Medium
US-5.2	As a PM , I want to click calendar events to navigate to details	Medium

Epic 6: Dashboard

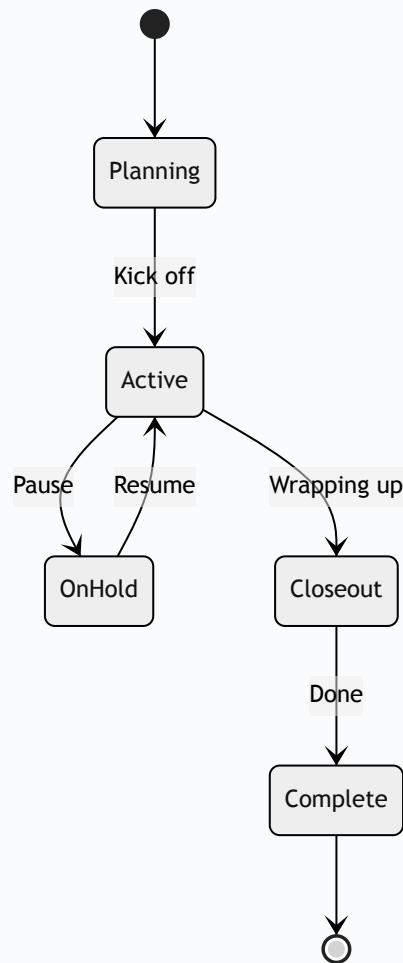
ID	Story	Priority
US-6.1	As a PM , I want to see key portfolio metrics at a glance when I open the app	High
US-6.2	As a PM , I want to see upcoming deadlines (next 14 days) on the dashboard	High

Core Workflows

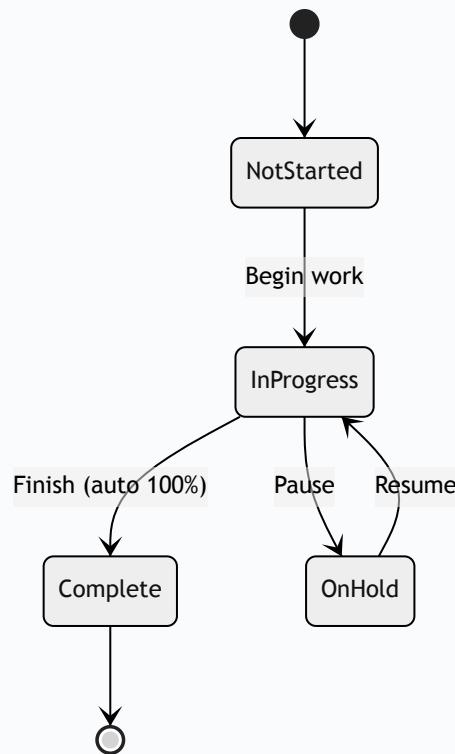
Creating a New Project



Project Lifecycle



Task Lifecycle



Data Model

Project

Field	Required	Notes
Name	Yes	
Description	No	
Template Reference	No	Link to source template
Project Manager	No	
Start Date	No	
Target Completion Date	No	Must be \geq start date
Budget (planned)	No	
Status	Yes	Planning, Active, On Hold, Closeout, Complete

Task

Field	Required	Notes
Task ID Code	Auto	Sequential (T001, T002...)
Description	Yes	
Phase	No	From template phases
Status	Yes	Not Started, In Progress, Complete, On Hold
Priority	Yes	High, Medium, Low
Owner	No	
Start Date / Due Date	No	Due ≥ start
Completion %	Yes	0–100
Dependencies	No	References to other task IDs
Notes	No	

Template

Field	Required	Notes
Name	Yes	
Template Key	Yes	Unique identifier
Group	Yes	Category
Version	Yes	Integer
Status	Yes	Draft, Published, Archived
Phases	Yes	Ordered list
Sample Tasks	No	Task definitions

Business Rules

Rule	Behavior
Task → Complete	Completion auto-set to 100%
Task → Not Started	Completion auto-set to 0%
Completion = 100%	Prompt to mark status as Complete
Date validation	Target date \geq start date (projects and tasks)
Dependency warning	Warn when completing a task with incomplete deps
Template isolation	Template changes only affect future projects

Acceptance Criteria

1. A user can create a project from a template in **under 60 seconds**
2. Tasks can be assigned owners and tracked by status, priority, and completion %
3. The Gantt chart renders a collapsible project → phase → task hierarchy
4. The Calendar shows project schedules and task deadlines in month/week/day views
5. The Dashboard shows accurate portfolio-level KPIs with clickable navigation
6. Templates follow the lifecycle: Draft → Published → Archived
7. Bulk task editing supports owner, status, priority, and date changes
8. All navigation is accessible from a persistent global nav bar

Running the Prototype

A working prototype is available as a Docker container:

```
SEED_ON_START=true docker compose up -d --build
open http://localhost:3000
```

[!NOTE] The prototype includes an MVP/Vision toggle in the nav bar. **MVP mode** shows the core functionality described in this document. **Vision mode** reveals additional features planned for future releases.