

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.

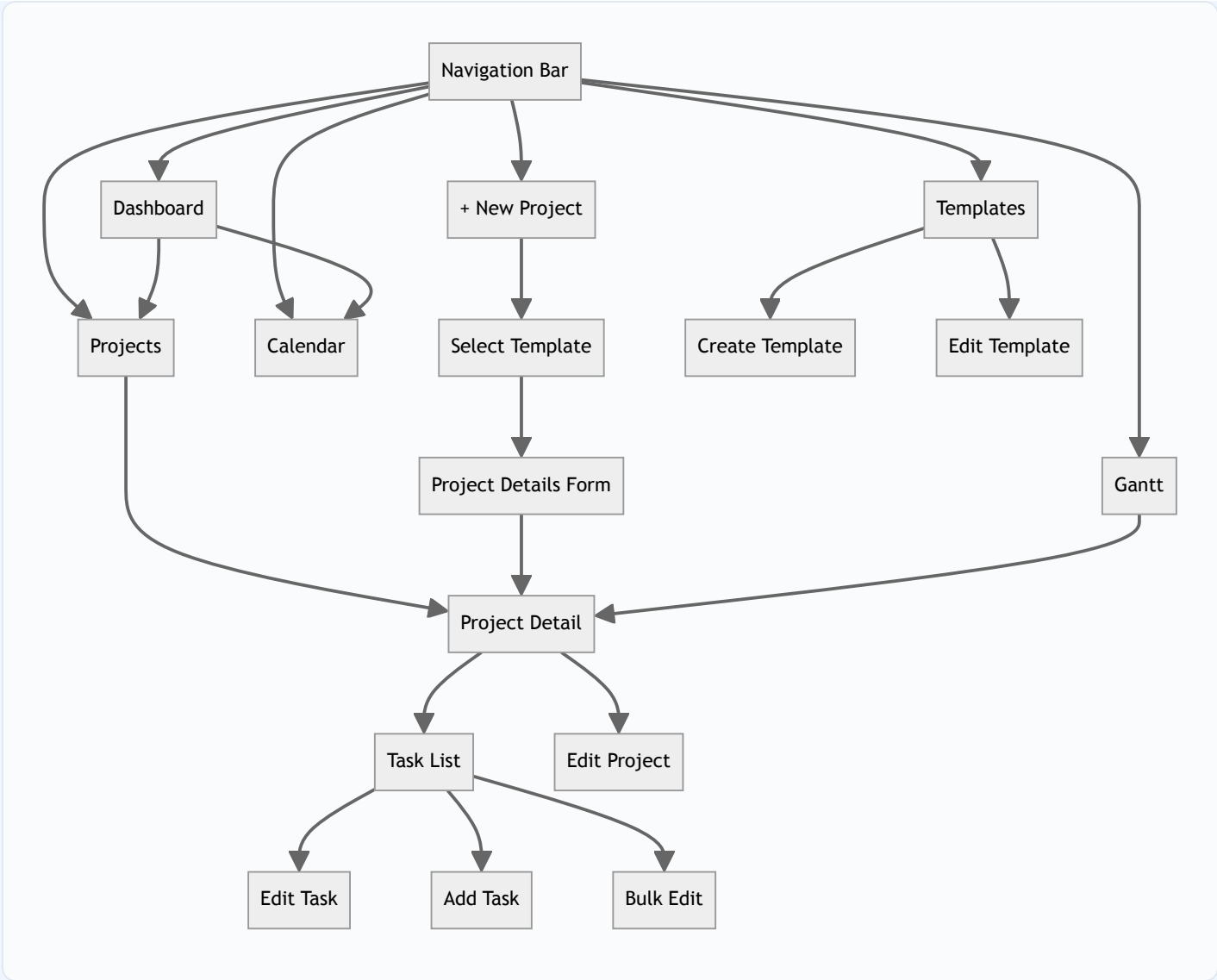
What It Replaces

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

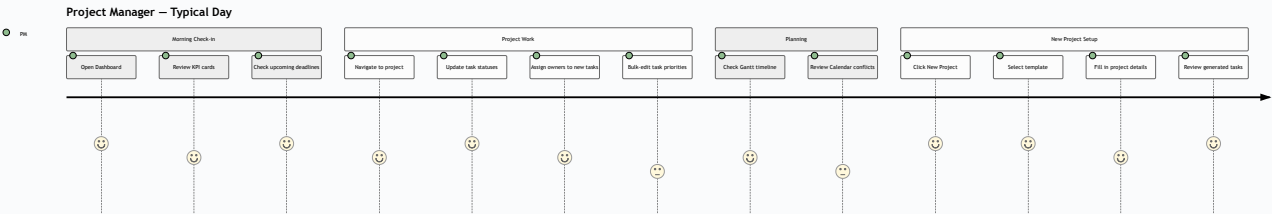
MVP Scope

✔ In Scope	✖ 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

Active

Upcoming Deadlines

Tasks due in the next 14 days


 Darwin TaskLine

Dashboard | Projects | Templates | Cal


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

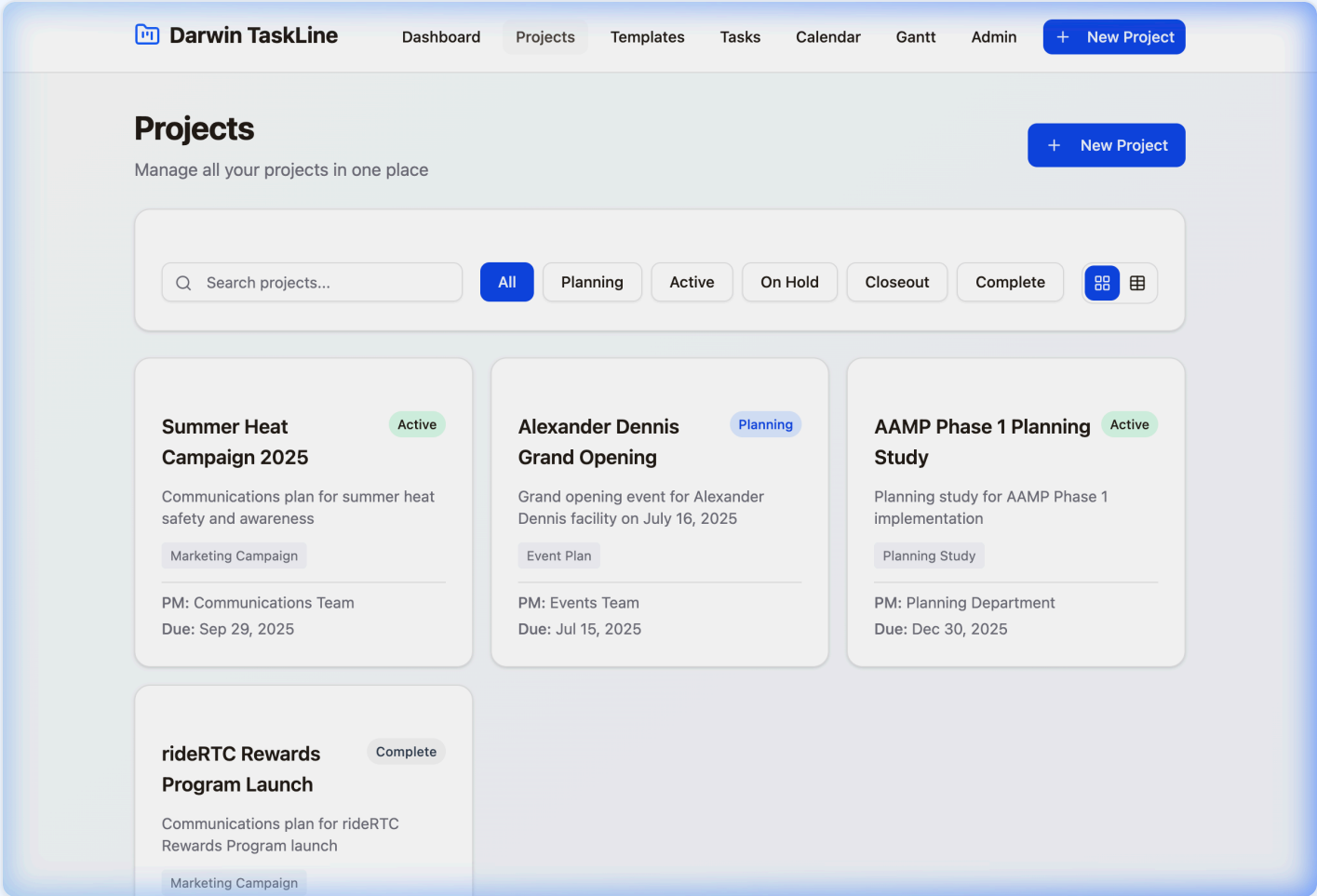
• Task | Project | Due Date

• 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



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

Darwin TaskLine

Dashboard

Projects

Templates

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+ New Project

Track and manage project risks with probability x 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

High

Medium

Low

Group by:

Status

Sort by:

Due Date

Not Started (3)

T009

Write campaign copy

Phase 2: Creative Development

Owner: Content Writer

Due Feb 23, 2026

Planned \$300 / Actual \$0

High

0%

T010

Project manager review of creative assets

Phase 3: Internal Review & Approval

Owner: Project Manager

Due Mar 10, 2026

Planned \$0 / Actual \$0

High

0%

T013

C-Suite approval

Phase 3: Internal Review & Approval

Owner: Executive

Due Mar 25, 2026

Planned \$0 / Actual \$0

High

0%

In Progress (2)

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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

DashboardProjectsTemplatesTasksCalendarGanttAdmin

+ New Project

Project Templates

Browse, customize, and launch projects from standardized templates

Import Template

Event Plan

Events, press conferences, community gatherings

37 template tasks

View Details

Generic Project

Universal template for any project type

16 template tasks

View Details

Marketing Campaign

Marketing and promotional campaigns

32 template tasks

View Details

Media Buy

Paid advertising campaigns

31 template tasks

View Details

Op-Ed

Opinion editorials and thought leadership

26 template tasks

View Details

Other/Custom

Flexible template for unique projects

15 template tasks

View Details

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

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5. New Project — Two-Step Creation Flow

 Darwin TaskLine

Dashboard

Projects

Templates

Tasks

Calendar

Gantt

Admin


+ New Project

[← Back to Projects](#)


Create New Project

Select a template and fill in the project details


Step 1: Select a Template




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

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Darwin TaskLine

Dashboard

Projects

Templates

Tasks

Calendar

Gantt

Admin

+ New Project

• 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

Project Name *

Enter project name

Description

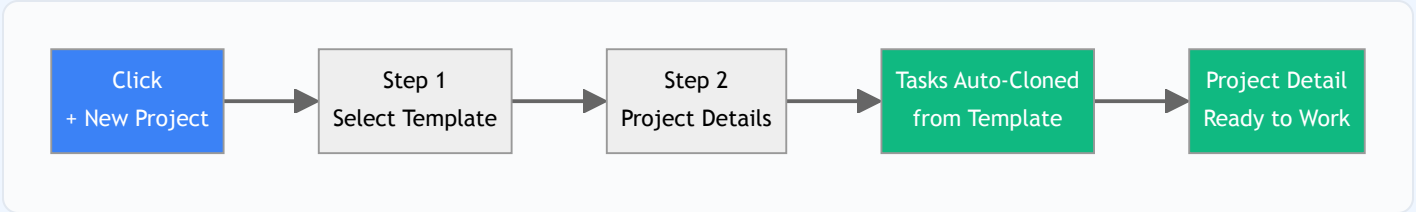
Enter project description

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.

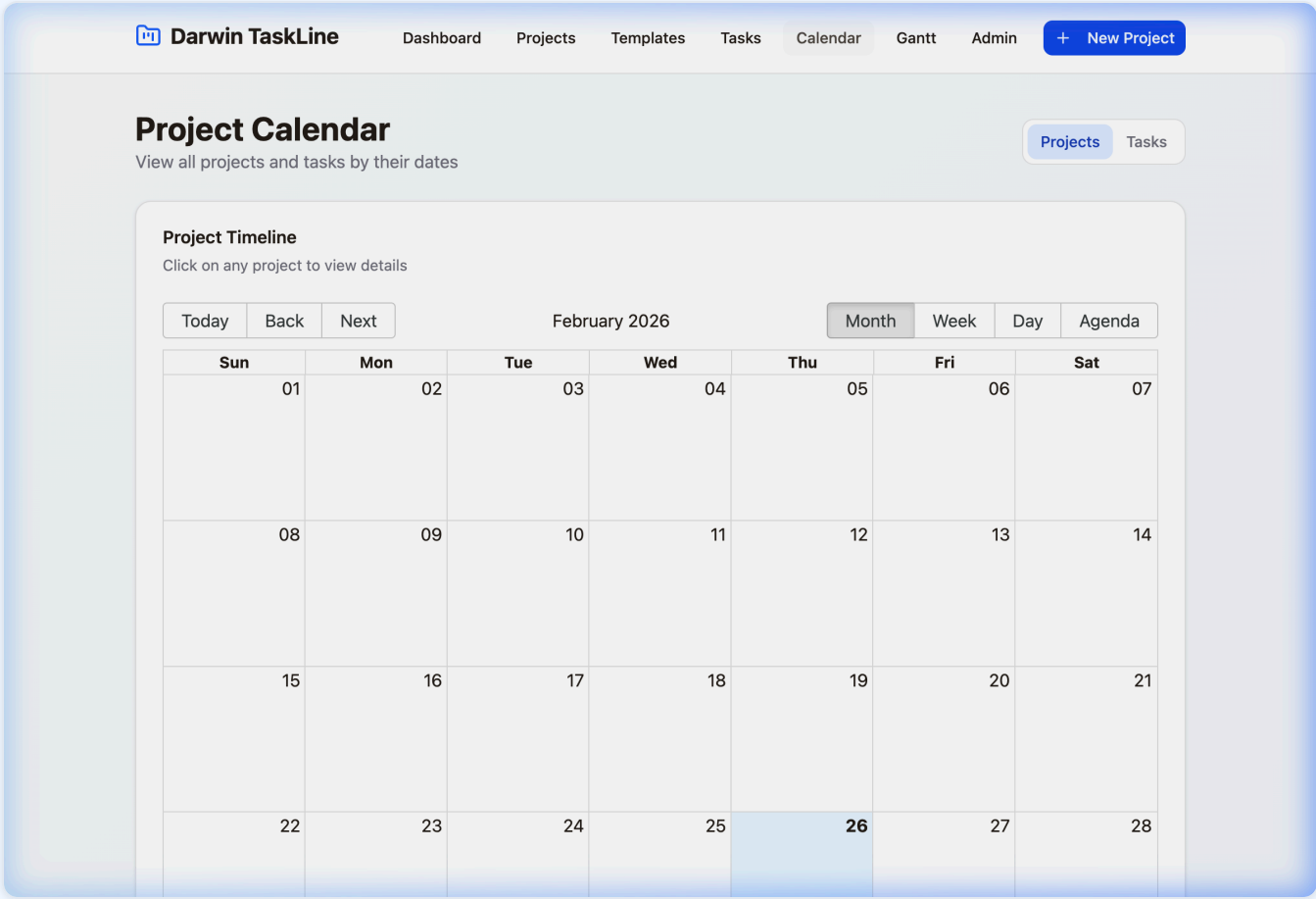
Step 2 — Project Details:

- 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



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

Darwin TaskLine

Dashboard

Projects

Templates

Tasks

Calendar

Gantt

Admin

+

New Project

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 Study	Tue, 14 January 2025	Sun, 2 February 2025					
▶ rideRTC Rewards Program Launch	Mon, 30 September 2024	Sat, 19 October 2024					

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

Portfolio Timeline

The Portfolio Timeline Gantt chart displays the following tasks and phases:

- Office Buildout:** Planning (Jan 15 - Feb 15), Execution (Feb 15 - Apr 15), Closeout (Apr 15 - May 15)
- ERP Migration:** Discovery (Feb 15 - Mar 15), Implementation (Mar 15 - May 15), Go-Live (May 15 - May 31)
- Marketing Campaign:** Strategy (Mar 15 - Apr 15), Execution (Apr 15 - May 15), Analysis (May 15 - May 31)

A red vertical line is positioned at the start of the timeline (Jan 15).

Features:

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

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- **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

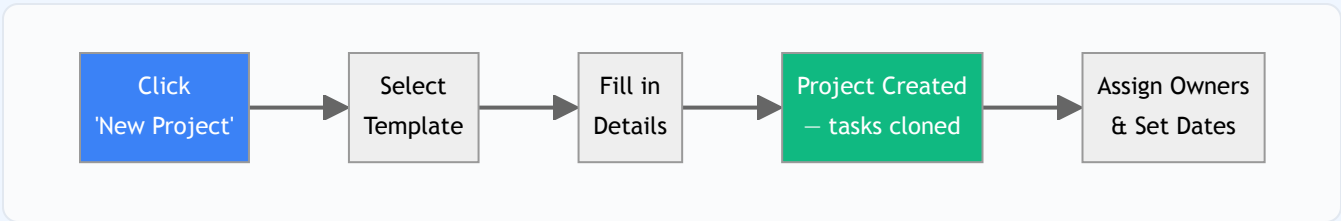
ID	Story	Priority
US-5.1	As a PM, I want to see project timelines and task deadlines on a calendar	Medium
US-5.2	As a PM, I want to click calendar events to navigate to details	Medium

Epic 6: Dashboard

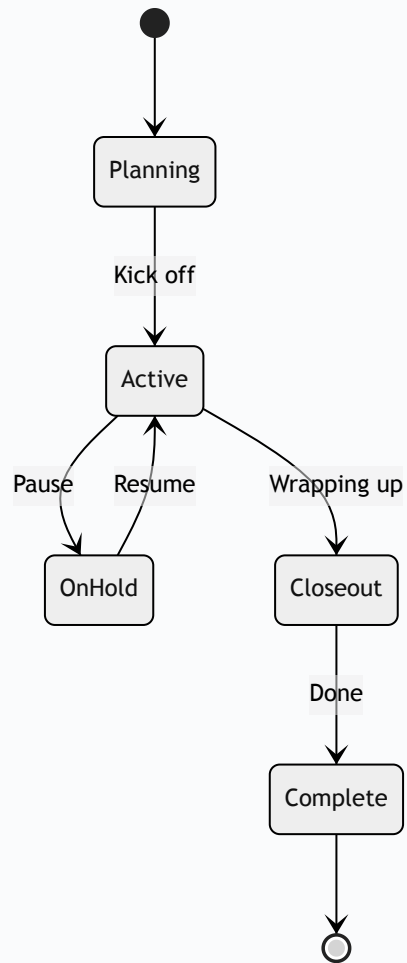
ID	Story	Priority
US-6.1	As a PM, I want to see key portfolio metrics at a glance when I open the app	High
US-6.2	As a PM, I want to see upcoming deadlines (next 14 days) on the dashboard	High

Core Workflows

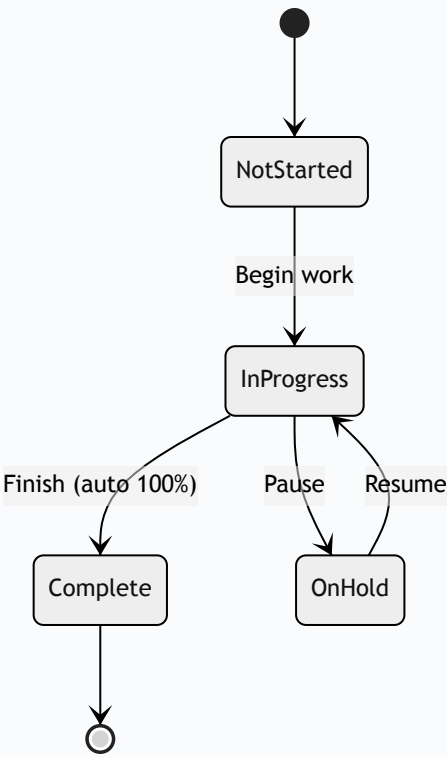
Creating a New Project



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 ≥ 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 ≥ 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.