Information Management System

# Record of Tasks

| **S. No.** | **Planned Action** | **Planned Outcome** | **Time** | **Month** | **Criterion** |
| --- | --- | --- | --- | --- | --- |
| 1 | Finalise Client Consultation and Work Shadowing | Complete client interviews and work shadowing to fully understand needs and existing system. | 1 hour | Oct 2024 | A |
| 2 | Draft Criterion A: Scenario and Problem Definition | Complete the "Scenario" section of Criterion A, clearly defining the problem and client context. | 1 hour | Oct 2024 | A |
| 3 | Define Proposed Product and Justification | Finalise the "Proposed Product" and "Rationale" sections of Criterion A. | 1 hour | Oct 2024 | A |
| 4 | Develop Specific Success Criteria | Create a detailed and measurable list of "Specific Performance (Success) Criteria". | 0.5 hours | Oct 2024 | A |
| 5 | Complete Criterion A: Planning Documentation | Finalise and review all sections of Criterion A, ensuring checklist compliance. | 0.5 hours | Oct 2024 | A |
| 6 | Create Record of Tasks Form (Criterion B) | Set up a detailed Record of Tasks document for project management. | 0.5 hours | Nov 2024 | B |
| 7 | Design Low-Fidelity Wireframes for UI | Sketch basic wireframes for key modules to outline UI layout. | 1 hour | Nov 2024 | B |
| 8 | Design Mid-Fidelity Wireframes and User Flows | Develop detailed digital wireframes and user flow diagrams for key functionalities. | 1.5 hours | Nov 2024 | B |
| 9 | Design Database Schema (Firestore) | Plan and diagrammatically represent the Firestore database structure. | 1 hour | Nov 2024 | B |
| 10 | Create Test Plan and Test Cases (Criterion B) | Develop a comprehensive test plan with specific test cases linked to success criteria. | 1.5 hours | Nov 2024 | B |
| 11 | Complete Criterion B: Solution Overview Documentation | Finalise and review all sections of Criterion B, including designs and test plan. | 0.5 hours | Nov 2024 | B |
| 12 | Set up Next.js Project with Tailwind CSS and Clerk | Initial project setup including framework, styling, and authentication. | 1.5 hours | Nov/Dec 2024 | C |
| 13 | Implement Firebase Firestore Integration | Configure Firebase and Firestore for backend data management. | 1 hour | Dec 2024 | C |
| 14 | Develop Cookie Jar Module | Code the Cookie Jar module with core functionalities. | 1 hour | Dec 2024 | C |
| 15 | Develop Doubt Tracker Module | Code the Doubt Tracker module with core functionalities. | 1 hour | Dec 2024 | C |
| 16 | Develop Curiosity Space (Idea Tracker) Module | Code the Curiosity Space module with core functionalities. | 1 hour | Dec 2024 | C |
| 17 | Develop To-Do List Module | Code the To-Do List module with core functionalities, including drag and drop setup. | 1.5 hours | Dec 2024 | C |
| 18 | Develop Continuous Information Space Module | Code the Continuous Information Space module with core functionalities. | 3 hours | Dec 2024 | C |
| 19 | Develop Stage Manager Module | Code the Stage Manager module with core functionalities. | 6 hours | Dec 2024 | C |
| 20 | Implement Drag and Drop Functionality (@dnd-kit) | Integrate drag and drop for relevant modules. | 1 hours | Dec 2024 | C |
| 21 | Implement User Authentication (Clerk) | Ensure secure user authentication and account management. | 0.5 hours | Dec 2024 | C |
| 22 | Write Algorithms and Technique Descriptions (Crit C Doc) | Document key algorithms and techniques used with diagrams/explanations for Criterion C. | 1.5 hours | Jan 2025 | C |
| 23 | Complete Criterion C: Development Documentation | Finalise and review all sections of Criterion C documentation. | 1.5 hours | Jan 2025 | C |
| 24 | Conduct Functionality Testing and Bug Fixing | Thoroughly test all modules and features based on test plan, address identified bugs. | 1.5 hours | Jan 2025 | D |
| 25 | Cross-Browser and Device Compatibility Testing | Test the application on different browsers/devices as per success criteria. | 0.5 hours | Jan 2025 | D |
| 26 | Create Functionality Video (Criterion D) | Record a video demonstrating the application's functionality. | 0.5 hours | Jan 2025 | D |
| 27 | Add Code Comments for Maintainability (Criterion D) | Review and add comments to the codebase to enhance maintainability. | 0.5 hours | Jan 2025 | D |
| 28 | Complete Criterion D: Functionality & Extensibility Doc | Finalise and review all sections of Criterion D documentation. | 0.5 hours | Jan 2025 | D |
| 29 | Client Evaluation and Feedback Session (Criterion E) | Conduct final interview with client to gather feedback on the application. | 1 hour | Feb 2025 | E |
| 30 | Evaluate Product against Success Criteria (Criterion E) | Systematically evaluate the product against each success criterion. | 1.5 hours | Feb 2025 | E |
| 31 | Formulate Student Recommendations for Future Dev (Crit E) | Develop and document recommendations for future development based on evaluation and feedback. | 0.5 hours | Feb 2025 | E |
| 32 | Complete Criterion E: Evaluation Documentation | Finalise and review all sections of Criterion E documentation. | 0.5 hours | Feb 2025 | E |
| 33 | Final Documentation Review and Submission | Review and proofread the entire documentation before final submission. | 3 hours | Feb 2025 | All |