

Product Requirements Document (PRD)

PRD Title: Project Management Platform Enhancements

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Status of PRD: **Backlog**

Overview

Our Project Management Platform aims to streamline team collaboration by providing tools for task management, time tracking, and resource allocation. The upcoming enhancements focus on integrating advanced analytics, customizable dashboards, and improved third-party integrations to meet the evolving needs of modern enterprises.

Problem

Teams often struggle with fragmented tools that hinder productivity and obscure project visibility. Current solutions may lack comprehensive analytics and flexibility, leading to inefficiencies and delayed decision-making.

Objectives

- 1. Integrate advanced analytics to provide actionable insights.
- 2. Offer customizable dashboards tailored to individual team needs.
- 3. Enhance integration capabilities with popular third-party applications.

Constraints

- 1. Limited development resources may affect the timeline.
- 2. Data privacy necessitate stringent security measures.
- 3. Compatibility issues with certain third-party APIs.

Persona

Key Persona Project Manager	Responsible for overseeing project timelines, resource allocation, and team performance. Needs comprehensive tools to monitor progress and identify bottlenecks.
Persona 2 Team Member	Focus on task execution and collaboration. Requires an intuitive interface to manage tasks and communicate with team members.
Persona 3 Executive	Seeks high-level overviews of project portfolios to make strategic decisions. Values insightful analytics and reporting features.

Use Cases

Instances where various personas will use the product, in context.

Scenario 1: A project manager customizes their dashboard to monitor critical KPIs and project milestones in real-time.

Scenario 2: A team member integrates the platform with a third-party code repository to automatically update task statuses based on commit messages.

Scenario 3: An executive reviews aggregated analytics across multiple projects to identify resource allocation inefficiencies.

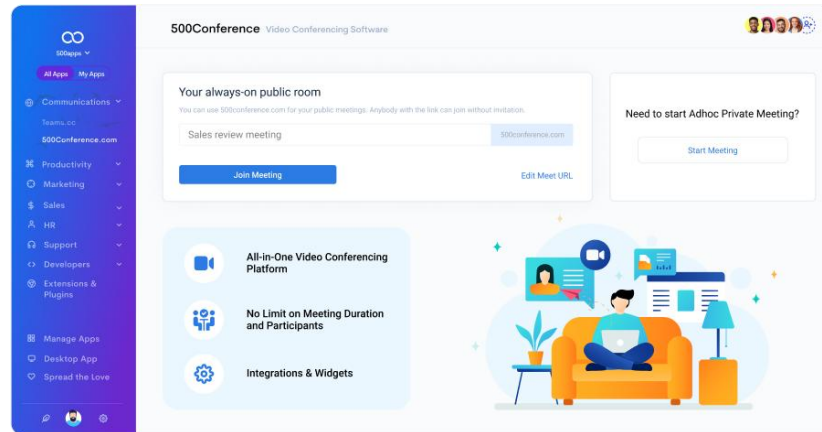
Features In

- **Feature 1: Advanced Analytics Integration**
 - Scope: Develop analytics tools that provide insights into project performance, resource utilization, and team productivity.
 - Goals: Enable data-driven decision-making to improve project outcomes.
 - Use Case: Project managers can generate reports highlighting tasks that consistently cause delays.
- **Feature 2: Customizable Dashboards**
 - Scope: Allow users to create personalized dashboards with widgets relevant to their roles.
 - Goals: Enhance user experience by providing quick access to pertinent information.
 - Use Case: A team member sets up a dashboard displaying their assigned tasks, upcoming deadlines, and team announcements.
- **Feature 3: Enhanced Third-Party Integrations**
 - Scope: Expand integration capabilities with tools like Slack, GitHub, and Jira.
 - Goals: Facilitate seamless workflows across different platforms.
 - Use Case: Automatic creation of tasks in the platform when issues are reported in Jira

Features Out

- **Built-in Video Conferencing**

- *Reason:* Focus on enhancing existing collaboration tools rather than developing new ones.



- **In-App Document Editing**

- *Reason:* Leverage integrations with established document editing platforms instead of building native capabilities.

- **Gamification Elements**

- *Reason:* Deemed non-essential for the current scope and objectives.

Design

Dashboard

Dashboard

Projects

Tasks

Teams

Analytics

Settings

Search...

Active Projects

10

Overdue Tasks

5

Team Performance

85%

Kanban Board

To Do

Task 1

Task 2

In Progress

Task 3

Done

Task 4

Project Deadlines

Project	Deadline	Assigned To	Status
Project A	2023-12-01	John Doe	In Progress
Project B	2023-11-15	Jane Smith	Completed
Project C	2023-10-30	Alice Johnson	Overdue

Success Metrics

- Increase in user engagement as measured by daily active users.
- Reduction in project completion times due to improved analytics.
- Positive user feedback on the customization features.

GTM Approach

Collaborate with the marketing team to develop messaging that highlights the new features' benefits. Plan a phased rollout with webinars and tutorials to educate users.

Open Issues:

- Determining the most critical analytics to implement first.
- Ensuring data privacy compliance across all integrations.

Open Issues

What factors do you still need to figure out? What problems may arise and how do you plan on addressing them?

Q&A

What are common questions about the product along with the answers you've decided? This is a good place to note key decisions.

Asked by	Question	Answer
Farzana Rahman	How will we ensure data privacy compliance?	By implementing end-to-end encryption and adhering to GDPR and ISO 27001.
Raihan Karim	Can we add custom fields to the analytics dashboard?	Yes, custom fields will be supported in the advanced analytics module.
Shahriar Hasan	What is the estimated timeline for integrating APIs?	API integration scheduled for next 3 sprints.

Feature Timeline and Phasing

Feature	Status	Dates
Advanced Analytics	In Development	Nov 23, 2024
Customizable Dashboards	Backlog	July 20. 2024
Enhanced Integrations	In Review	January 3, 2025

PRD Checklist:

Here’s a list of topics you must include in your PRD:

PRD Checklist		
Order	Topic	Done
1.	Title	Added
2.	Author	Added
3.	Decision Log	Backlog
4.	Change History	Backlog
5.	Overview	Backlog
6.	Success Overview	Backlog

7.	Messaging	Backlog
8.	Timeline/Release Planning	Backlog
9.	Personas	Backlog
10.	User Scenarios	Backlog
11.	User Stories/Features/Requirements	Backlog
12.	Features In	Backlog
13.	Features Out	Backlog
14.	Design	Backlog
15.	Open Issues	Backlog
16.	Q&A	Backlog
17.	Other Considerations	Backlog

Expanded Features and Details

Features In (continued):

4. Role-Based Access Control (RBAC):

- *Scope:* Define user roles (Admin, Manager, Contributor, Viewer) and control access to specific features or data.
- *Goals:* Ensure data security and tailor user experiences based on responsibilities.
- *Use Case:* An admin can configure team-wide settings, while a contributor only sees and edits their assigned tasks.

5. Automated Notifications and Alerts:

- *Scope:* Create automated alerts for deadlines, task updates, and milestone achievements.
- *Goals:* Improve team responsiveness and prevent missed deadlines.
- *Use Case:* A project manager receives an alert when a task is overdue or a dependency is resolved.

6. Cross-Team Collaboration Tools:

- *Scope:* Enable teams across different departments to collaborate on shared projects.
- *Goals:* Foster alignment on company-wide initiatives.
- *Use Case:* Marketing and Sales teams work on the same campaign timeline, with visibility into each other's progress.

7. Multi-Language Support:

- *Scope:* Support key global languages to cater to international clients.
- *Goals:* Increase accessibility for diverse user bases.
- *Use Case:* Users can switch the platform interface to their preferred language for easier navigation.

Enhanced Success Metrics

- **Adoption Rate:** Measure the percentage of new users who engage with the advanced features within the first 30 days.
- **Churn Reduction:** Track the decrease in customer churn following feature rollouts.

- **Revenue Impact:** Monitor the impact on subscription renewals and upsells due to new feature adoption.
- **CSAT and NPS Scores:** Capture user satisfaction and promoter ratings post-implementation.

Extended GTM Approach

- **User Onboarding:** Create in-app walkthroughs and interactive guides for new features.
- **Content Marketing:** Publish blogs, case studies, and whitepapers showcasing how businesses can leverage the new features.
- **Customer Webinars:** Host live webinars to demonstrate functionality and gather real-time feedback.
- **Partnership Campaigns:** Collaborate with existing integration partners (e.g., Slack, Jira, HubSpot) to co-promote the enhanced compatibility.

New Open Issues

- **Integration Scalability:** Identify potential challenges in maintaining performance while integrating multiple third-party tools.
- **API Rate Limits:** Address potential conflicts with rate limits imposed by external integrations like GitHub or Slack.
- **Data Migration:** Plan for seamless migration of existing data to accommodate new dashboard configurations.

Feature Timeline

Feature	Status	Dates
Role-Based Access Control	Backlog	February 15, 2025
Automated Notifications	In Review	February 5, 2025
Cross-Team Collaboration	Backlog	March 1, 2025
Multi-Language Support	Backlog	March 20, 2025

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Other Considerations

Dependencies: The development of these enhancements may depend on the availability of certain third-party APIs or the completion of other internal projects. We will need to coordinate with relevant teams to ensure alignment and avoid potential delays.

- **Third-Party API Dependencies:** We're heavily reliant on smooth integration with key third-party APIs. For example:
- **GitHub:** Our enhanced integration with GitHub for automated task updates depends on GitHub's API stability and any potential changes to their API rate limits. We need to proactively monitor their API documentation and maintain close communication with GitHub's developer relations team to mitigate any risks.
- **Slack:** Similarly, our Slack integration for real-time notifications relies on Slack's API. We'll need to stay informed about their API updates and proactively adjust our implementation if needed to ensure seamless functionality.
- **Payment Gateways:** For subscription management and billing, we depend on the reliability of payment gateways like Stripe or PayPal. We need to have contingency plans in place to handle any potential outages or disruptions to their services.

Internal Project Dependencies:

- **Single Sign-On (SSO):** The rollout of Role-Based Access Control (RBAC) might be dependent on the completion of our internal SSO project. We need to align our timelines with the SSO team to avoid any delays in implementing RBAC.
- **Data Warehouse Migration:** The advanced analytics module relies on data being migrated to our new data warehouse. Any delays in the data warehouse project could impact the launch of the analytics features. We need to closely coordinate with the data engineering team to ensure timely data migration.

Technical Constraints: There may be limitations in terms of the platform's existing architecture or infrastructure that could impact the implementation of certain features. We will need to carefully evaluate these constraints and explore potential workarounds or alternative solutions.

Let us take some consideration into account:

- **Database Scalability:** Our current database architecture might face performance limitations as the platform scales and user data grows. We need to evaluate the feasibility of migrating to a more scalable database solution, such as a distributed database or a cloud-native database service, to ensure long-term performance and stability.
- **Legacy Code:** Certain legacy components of the platform might pose challenges for implementing new features or integrations. We need to assess the technical debt associated with these components and allocate resources for refactoring or rewriting them to improve maintainability and extensibility.
- **Mobile App Compatibility:** We need to ensure that all new features and enhancements are thoroughly tested on various mobile devices and operating systems to guarantee a consistent and seamless user experience across platforms. This may require optimizing the user interface and adapting functionalities for different screen sizes and touch interactions.

Legal/Regulatory Requirements: We will need to ensure that all features and functionalities comply with relevant data privacy regulations, such as GDPR and CCPA. This may involve implementing data anonymization techniques, obtaining user consent for data collection, and providing clear disclosures about data usage.

- **GDPR and CCPA Compliance:** As a SaaS provider handling user data, we must strictly adhere to data privacy regulations like GDPR and CCPA. This requires:
- **Data Minimization:** Collecting only the essential user data required for the platform's functionality.
- **Data Security:** Implementing robust security measures, such as encryption and access controls, to protect user data from unauthorized access.
- **Data Subject Rights:** Providing users with clear mechanisms to exercise their rights, such as accessing, rectifying, or deleting their data.
- **Data Processing Agreements:** Establishing data processing agreements with third-party vendors who handle user data on our behalf.

- **Localization and Internationalization:** As we expand to new markets, we need to ensure that the platform complies with local regulations and supports different languages and cultural preferences. This may involve translating the user interface, adapting date and time formats, and addressing region-specific legal requirements.

By taking ownership of these dependencies, constraints, and legal requirements, we're not just mitigating risks, we're turning them into opportunities. We're ensuring that these platform enhancements are not only successful but also lay the foundation for future growth and innovation. This is how we deliver real, lasting value to our users and drive the product forward.