

Business Requirements Document (BRD) for ToDo List App

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1. Introduction

1.1 Purpose

The purpose of this document is to outline the business requirements for the development of a ToDo List App. This document will serve as a guide for the project team to ensure that all business needs are met.

1.2 Scope

The scope of this project includes the development of a mobile and web-based ToDo List App that allows users to manage their tasks efficiently. The app will include features for task creation, categorization, prioritization, notifications, and analytics.

1.3 Overview

The ToDo List App aims to help users organize their tasks, set priorities, and manage their time effectively. The app will provide an intuitive interface, seamless user experience, and robust features to cater to various user needs.

2. Business Objectives

- **Enhance Productivity:** Provide users with tools to manage their tasks and time efficiently.
- **User-Friendly Interface:** Design an intuitive and easy-to-use interface.
- **Cross-Platform Accessibility:** Ensure the app is accessible on both mobile and web platforms.
- **Scalability:** Build a scalable solution that can handle a growing user base and feature set.
- **Data Security:** Ensure user data is secure and privacy is maintained.

3. Stakeholders

- **End Users:** Individuals who will use the app to manage their tasks.
- **Product Manager:** Oversees the product development and ensures alignment with business objectives.
- **Development Team:** Responsible for the design, development, and deployment of the app.
- **Marketing Team:** Promotes the app to potential users.
- **Customer Support:** Provides assistance to users and handles feedback.

4. Functional Requirements

4.1 User Management

- **User Registration and Login:** Users should be able to create an account and log in securely.
- **Profile Management:** Users should be able to update their profile information.
- **Password Recovery:** Users should be able to reset their password if forgotten.

4.2 Task Management

- **Task Creation:** Users should be able to create new tasks with details such as title, description, due date, and priority level.
- **Task Editing and Deletion:** Users should be able to edit or delete existing tasks.
- **Task Categorization:** Users should be able to categorize tasks (e.g., work, personal, shopping).
- **Subtasks:** Users should be able to create subtasks under a main task.
- **Recurring Tasks:** Users should be able to set tasks to recur at specified intervals.
- **Task Prioritization:** Users should be able to prioritize tasks (e.g., high, medium, low).

4.3 Notifications and Reminders

- **Due Date Reminders:** Users should receive notifications for upcoming due dates.
- **Custom Notifications:** Users should be able to set custom reminders for tasks.

4.4 Reporting and Analytics

- **Task Completion Reports:** Users should be able to view reports on completed tasks.
- **Time Management Analytics:** Users should be able to view analytics on how they are managing their time.

5. Non-Functional Requirements

5.1 Performance

- **Response Time:** The app should have a response time of less than 2 seconds for most operations.
- **Availability:** The app should have an uptime of 99.9%.

5.2 Usability

- **User Interface:** The app should have an intuitive and easy-to-navigate interface.
- **Accessibility:** The app should be accessible to users with disabilities.

5.3 Security

- **Data Encryption:** User data should be encrypted both in transit and at rest.
- **Authentication:** Secure authentication mechanisms should be in place.
- **Data Privacy:** User data should be handled in compliance with relevant privacy laws and regulations.

5.4 Compatibility

- **Cross-Platform:** The app should be compatible with major mobile (iOS, Android) and web browsers.

6. Assumptions

- Users have access to the internet to use the app.
- Users possess basic digital literacy to interact with the app.

7. Constraints

- The app must comply with data protection regulations such as GDPR.
- The project budget and timeline are fixed.

8. Risks

- **Technical Risks:** Potential issues with cross-platform compatibility and data security.
- **Operational Risks:** Challenges in maintaining high availability and performance.
- **Market Risks:** Competition from existing task management apps.

9. Glossary

- **BRD:** Business Requirements Document
- **GDPR:** General Data Protection Regulation