

ProjectFlow: Abstract

Overview:

ProjectFlow is a comprehensive project management system designed to streamline the workflow of companies by facilitating effective communication, task assignment, and progress tracking among various roles within an organization. The system is structured to enhance collaboration between company administrators, managers, team leads, and team members, ensuring that projects are executed efficiently and deadlines are met.

Key Features:

1) User Registration and Role Assignment

- a) Company Registration: Admins can register the company and manage user roles.
- b) Role Assignment: The company assigns roles to managers, who in turn assign teams and team leads. Each user is provided with a unique key and can log in using a secure passkey.

2) Project Management

- a) Project Assignment: The company assigns projects to managers, specifying deadlines and timeframes.
- b) Project Overview: Managers analyze projects and provide overviews to specific teams, ensuring clarity in task expectations.

3) Task Assignment and Progress Tracking

- a) Task Distribution: Managers assign specific tasks to teams with clear deadlines.
- b) Check Marking System: Managers implement a check marking system to monitor project progression. This system is cascaded down to team leads and individual team members for accountability.

4) File Management

- a) File Uploads: Team members upload their progress files categorized by date. There are two types of progression files:
 - b) Individual files for each team member.
 - c) Integrated files that compile contributions from all team members.
- d) File Access: Team leads can view integrated files for their teams, while managers can access files from all teams.

5) Progress Evaluation

- a) Team Lead Analysis: Team leads evaluate individual contributions and mark them as complete or incomplete.
- b) Final Project Submission: Once a project is finalized, team leads send the compiled files to the manager for review.

6) Approval Workflow

- a) Manager Review: Managers analyze the submitted project files. If approved, the project is sent to the admin for final approval.
- b) Correction Process: If issues are identified, the manager can send the project back to specific team leads for corrections before final approval.

Conclusion

ProjectFlow is designed to enhance productivity and accountability within organizations by providing a structured approach to project management. With its user-friendly interface and robust features, ProjectFlow ensures that all team members are aligned with project goals, deadlines, and deliverables, ultimately leading to successful project completion.