A
Project Synopsis

On

Employee Task Management System

Submitted to
Savitribai Phule Pune University

In Partial Fulfillment of the requirement of the award of the degree of
Bachelor of Computer Application
TYBCA - SCIENCE, Sem VI
Academic Year 2025-26

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Employee Task Management System

Introduction :

In many organizations, tasks are assigned manually by managers through verbal communication, emails, or written notes. In the absence of a structured system, it becomes difficult to track task progress, deadlines, and employee workload properly. This often leads to confusion, delays in completion, duplication of work, and lack of accountability. Managers may also find it difficult to monitor overall task performance and maintain proper records.

To overcome these issues, this project proposes an **Employee Task Management System**. The main objective of this system is to provide a centralized and organized platform for creating, assigning, and tracking tasks within an organization. The system ensures that every task is properly recorded, assigned to a specific employee, and monitored through status updates.

This system will be developed as a web-based application. The Admin will be able to manage employees, maintain department details, create tasks, assign tasks to employees, and monitor their progress. Employees will be able to log in securely, view assigned tasks, update task status, and complete assigned work within the given deadline. The system improves transparency, enhances communication, and ensures better coordination between management and employees. It also supports effective record-keeping and efficient task monitoring.

Objective:

The main objective of this project is to develop a web-based Employee Task Management System that simplifies the process of task assignment and monitoring within an organization.

The specific objectives of this project are:

- To design and develop a structured system for managing employees, departments, and tasks.
- To create a centralized database that securely stores employee details, department records, and task information.
- To provide secure login access for Admin and Employees using role-based authentication.

- To allow Admin to create, modify, and assign tasks to employees.
- To enable employees to view assigned tasks and update their status as Pending, In Progress, or Completed.
- To maintain proper task records for monitoring and review.
- To improve coordination between departments and management.
- To reduce manual errors in task tracking and record management.
- To demonstrate practical implementation of database management and software engineering concepts.

By the completion of this project, the system should be able to manage tasks efficiently, maintain accurate records, and provide a user-friendly interface for both Admin and Employees.

Scope :

The scope of this project is limited to developing a web-based Employee Task Management System that helps manage task allocation and monitoring within an organization. The system includes managing employee information, maintaining department details, creating tasks, assigning tasks to employees, updating task status, and tracking deadlines. It stores all information in a structured relational database and ensures that data is maintained properly with relationships between tables.

The system provides basic monitoring features such as status tracking and task management reports. It focuses only on task management within the organization. This project is developed as an academic prototype. It does not include advanced modules such as payroll management, attendance tracking, performance analytics, artificial intelligence-based automation, or integration with external enterprise systems. The system is designed for small to medium-sized organizations and demonstrates the fundamental concepts of system development.

Methodology :

The project will be developed using a systematic and structured approach. First, requirement analysis will be performed to identify system needs, user roles, and functional requirements. After understanding the system requirements, ER Diagram and DFD (Level 0 and Level 1) will be prepared to design the database structure and system workflow.

The application will be developed using the following technologies:

- HTML, CSS(Frontend)
- PHP (Backend)
- PostgreSQL (Database)
- Client–Server Architecture

The development process will follow modular design principles to ensure easy implementation and maintenance. Sample data will be inserted into the database for testing purposes. The system will be tested for login authentication, task creation, task assignment, status updates, and data storage accuracy. After successful testing, documentation including diagrams and screenshots will be prepared.

Literature Review :

- Task management systems are used in organizations to assign and track work.

- Most traditional systems focus only on deadlines and task tracking, not on matching tasks with employee skills.
- Studies show that assigning tasks based on skills improves productivity and better use of resources.
- Management Information Systems (MIS) help organize and manage data for better decision-making.
- Database concepts like tables, relationships, and primary keys help store and manage information properly.
- Software Engineering principles such as proper system design and role-based access ensure the system works in an organized and secure way.
- This project combines these concepts to create a simple skill-based task management solution.

Implementation Plan

The project will be executed from **15 January 2026 to 05 March 2026** and will be completed in the following phases:

- Requirement Analysis (15 Jan – 20 Jan): Define objectives, identify system requirements, and finalize features.
- System Design (21 Jan – 28 Jan): Prepare ER Diagram and DFD and design database schema.
- Development (29 Jan – 20 Feb): Develop frontend and backend modules, integrate database, and implement login and task assignment features.
- Testing (21 Feb – 28 Feb): Test system functionality including login, task assignment, status update, and database operations.
- Documentation and Final Review (01 Mar – 04 Mar): Prepare final report, include diagrams, screenshots, and system explanation.
- Final Submission (05 March 2026).

Expected Outcomes :

The expected outcome of this project is a fully functional web-based Employee Task Management System that enables Admin to manage employees, departments, and tasks effectively. The project will deliver a working application with secure login for Admin and Employees, a properly structured database, task creation and assignment features, task status tracking, and complete ER and DFD documentation. The system will help improve task organization, enhance monitoring efficiency, and support better communication within the organization.

Conclusion :

The Employee Task Management System provides a structured solution for managing and tracking tasks within an organization. By centralizing task assignment and monitoring, the system improves efficiency, accountability, and transparency.

Through requirement analysis, system design, development, and testing, the project demonstrates practical implementation of database management and software engineering principles. It serves as an academic model that highlights the importance of systematic task management for improving organizational productivity.

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