Healthcare Pharmaceuticals Ltd.

PROJECT CHARTER

1. General Project Information	
Project Name:	**Task Management System**
Project Description:	The Task Management Web App is a browser-based application designed to streamline task creation, assignment, tracking, and project-module management for teams. This system will offer a modern, accessible, and user-friendly experience with secure role-based access and real-time updates to improve internal workflow and productivity.

2. Project Team

	Name	Designation	Contact	E-mail
Project Manager:	Md. Najim Uddin	Manager (MIS)	01888818557	najim@hpl.com.bd
Team Members:	Jakia Rahman	Intern (MIS)	01768997799	jakiarahman326@gmail.com
	Kamrun Nahar	Intern (MIS)	01981006695	kamrunnaharurmi2000@gmail.com

3. Stakeholders

4. Project Scope Statement

Project Purpose

Manual or desktop-only systems lack flexibility, collaboration features and remote accessibility. This project aims to solve these challenges by offering a centralized task management platform that enables project managers and team members to monitor project progress, assign responsibilities, and manage modules with transparency and efficiency.

Objectives

a. Build a responsive web-based task management system accessible to all team members.
b. Design role-based access for Admins, Employees, and Managers.
c. Implement real-time task creation, status tracking, and deadline management.
d. Create a project-module structure that mirrors organizational workflows.
e. Enable filtering, sorting, and reporting of tasks by status, user, or deadline.
f. Automated email notifications to team members when tasks are assigned or updated.
g. Export Task Reports/ Team Member Reports for annual performance tracking.

Deliverables		
Date	Tasks	Assigned Team Member
	Requirements Analysis	
	Wireframes / UI Design	
	Database Schema & ERD	
	User Authentication Module	
	Project Entry Interface	
	Project & Module Management Dashboard	
	Task Filtering & Search	

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Date	Tasks	Assigned Team Member
	Export / Report Generation	
	QA Test Cases	
	Early Testing Report	
	Bug Fix & Final Revisions	
	Deployment	

Scope

In: Task Management, Module/Project Hierarchy, Dashboard, Operational Actions, Report Generation, Performance Tracking.

Out: Mobile App, Third-party tool integration.

Project Milestones

1. Requirements Finalization
2. UI Design & Wireframe Approval
3. Starting of Development
4. Core Modules (Task + Master Data + Module) Ready
5. Internal Testing Start
6. Testing Feedback & Fixes
7. Final Deployment

Major Known Risks

1. Delay in receiving task requirement details from stakeholders.
2. Team member unavailability during key phases.
3. Bugs discovered late during testing phase.
4. Browser compatibility issues (Chrome vs Firefox, etc.)

External Dependencies

1. Access to hosting/server for deploying the web application
2. Timely feedback from internal team for testing and validation
3. Admin content/data for setting up project and module categories

5. Communication Strategy

a. Weekly meetings.
b. Daily standup.
c. Updates shared via Email.

6. Sign-off

	Name	Signature	Date (DD/MM/YYYY)
Executive			
Department			
Project Manager			

7. Notes

8. Version History

Version	Date	Name	Description
1.0	09.07.2025	Jakia Rahman – Intern (MIS)	Initial draft of the Project Charter of Task Management System