BSc. (Hons) Computing/ BEng. (Hons) Software Engineering / BSc. (Hons) Business Computing Systems / BSc. (Hons) Data Science / BEng. (Hons) Networking / BEng. (Hons) Networking / BEng (Hons) Computer Systems Engineering and Robotics

Project Proposal Approval Form

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Course Name with Specialization	BEng (Hons) Software Engineering - Top-up		
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Project Topic:	FollowMe		

Brief description about your project:

The **FollowMe** project is a **3W (What, When, Who) Management System** designed to streamline task management and improve communication within organizations. This web-based system helps businesses track tasks, monitor progress, and ensure accountability across departments. The core principle of the 3W system is built around three essential components: **What** (task), **When** (deadline), and **Who** (responsible person).

- **What**: The specific task or activity that needs to be completed, clearly defining the deliverable.
- **When**: The deadline or timeframe within which the task must be completed.
- **Who**: The individual or team responsible for completing the task.

By organizing tasks based on these three components, the FollowMe system ensures that every responsibility is clearly defined, assigned, and tracked. This method significantly enhances task clarity, improves inter-departmental communication, and boosts productivity.

The **FollowMe** system allows users to:

- **Assign tasks** to individuals or teams and set deadlines.
- **Track progress** of tasks department-wise and user-wise, helping to identify any bottlenecks.
- **Automate notifications** to alert users and managers about pending or overdue tasks.
- **Upload relevant resources** and update task statuses, ensuring that everyone involved has access to the necessary information.
- **Generate reports and dashboards**, offering insights into task performance and areas needing attention.

Overall, the **FollowMe** system enhances the ability of organizations to manage their tasks more effectively, reducing reliance on manual tracking methods like shared spreadsheets. It improves accountability, ensures deadlines are met, and fosters better collaboration across departments, ultimately leading to a more efficient and productive work environment.

Uniqueness of the project:

The **FollowMe** 3W Management System stands out due to its tailored approach to task management and inter-departmental communication, making it a unique solution for organizations that struggle with task tracking and coordination. Unlike generic project management tools, FollowMe is specifically designed to address the following challenges:

1.   Comprehensive 3W Framework:
FollowMe utilizes a simple yet effective 3W structure What, When, and Who which ensures clarity in task assignment, deadlines, and accountability. This structured framework is intuitive, making it easy for organizations to adopt and manage.

2.   Departmental and User-Wise Task Monitoring:
The system enables tasks to be tracked not only at the individual level but also across entire departments. This provides a holistic view of task progress, helping to identify bottlenecks or delays at both the user and departmental levels.

3.   Automated Notifications and Alerts:
FollowMe integrates an automated notification system that notifies managers and users about pending or overdue tasks. This feature reduces the risk of missed deadlines and ensures that corrective actions can be taken promptly without relying on manual reminders.

4.   Seamless Integration with Existing Tools:
The system can integrate with tools like Active Directory for streamlined user management. This ability to integrate with other enterprise tools adds flexibility and makes FollowMe a valuable addition to an organization's existing infrastructure.

5.   File Upload and Resource Management:
FollowMe allows users to upload resources related to specific tasks, ensuring all relevant materials are easily accessible. This feature supports better collaboration and ensures that everyone involved in a task has the necessary resources at hand.

6. User-Friendly Interface and Reporting:

The application features a simple, intuitive dashboard that provides real-time insights into task statuses. Users can generate reports to track task completion rates, identify delays, and assess overall performance.

7. Focus on Organizational Communication:

Beyond task management, FollowMe emphasizes improving communication within and between departments. The system reduces miscommunication, enhances collaboration, and ensures that everyone is aligned with the organization's goals and timelines.

The FollowMe system's unique combination of simplicity, automation, and powerful features makes it an ideal solution for organizations looking to improve task management and internal communication. It is especially beneficial for companies that previously relied on manual systems, like shared spreadsheets, and are looking for a more efficient and scalable approach to managing their workflows.

Your Contribution to achieve the uniqueness:

To achieve the uniqueness of the proposed FollowMe 3W Management System, my contributions will focus on planning, designing, and implementing a solution that addresses the challenges of task management and enhances communication within organizations. The following are the key areas where I plan to contribute:

1. System Design and Architecture:
- I will design a robust, scalable, and web-based architecture using Laravel. This will ensure that the system is dynamic, responsive, and capable of delivering a seamless user experience.
- I plan to incorporate real-time task tracking features, enabling users to monitor task progress department-wise and user-wise, thus providing a comprehensive view of operations.

2. 3W Task Assignment Framework:
- I will implement the 3W (What, When, Who) framework to ensure that each task is clearly defined, assigned, and scheduled. This will simplify task tracking and ensure that responsibilities are well-documented.
- The framework will help users and managers maintain clarity and accountability for every task, reducing confusion and overlaps.

3. Automated Notification and Alert System:
- I will develop an automated notification system that will send reminders to users and managers about pending or overdue tasks.
- This system will ensure timely task completion and minimize reliance on manual tracking methods, making the process more efficient.

4. Database Design and Integration:
- I plan to design a well-structured, normalized MySQL database to store task details, timelines, and user data efficiently.
- Integration with Active Directory will be implemented for secure user management and streamlined access control.

5. User Interface and Experience:
- I aim to create an intuitive and user-friendly interface using HTML, CSS, and JavaScript. The interface will feature a dashboard providing real-time insights into task statuses, helping users prioritize and manage their tasks effectively.
- The design will focus on ensuring accessibility across different devices and user levels, reducing the need for extensive training.

6. Reporting and Analytics:
- I plan to incorporate reporting capabilities that will allow managers to generate performance reports and analyze trends in task completion.

7. File Upload and Resource Management:
- I will add functionality for uploading resources related to tasks, ensuring that team members have access to all necessary documentation and materials.
- This feature will promote collaboration and make task execution more efficient.

8. Continuous Refinement Based on Feedback:
- During the project, I will conduct user surveys and feedback sessions to refine the system's design and functionality.
- I will iterate the system based on this feedback, ensuring that the final product meets organizational needs effectively.

Through these planned contributions, I aim to make the FollowMe system a comprehensive, user-friendly, and impactful solution for task management. My efforts will focus on aligning the system's design with the specific needs of organizations, ensuring it becomes a valuable tool for enhancing productivity and communication.

Supervisor Comments:

Project Topic Approval:

Approved by the Supervisor:	Approved / Not Approved	**Supervisor's Signature:**	
Date of Approval:		**Student's Signature:**	

Recommendation and Consent to Proceed as Research Work: (Please fill ONLY if the Project Work has a gravity to proceed as a research)

Recommendation by the Supervisor **(Mention your comments explaining the potential of the project in continuing as a research)**	
Student Consent **(Provide student opinion and consent to proceed the build project and the research work parallelly)**	

Supervisor Signature:		**Student Signature:**	