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Application: Microsoft-To Do

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0.1 ABSTRACT

This document discusses, analyzes, and explores the design of Microsoft To-Do, a task management application. The analysis delves into the application's requirements, functionalities, and system structure. Key requirements include task creation and management, prioritization, collaboration, and integration with other Microsoft services. Functional aspects encompass user interface design, performance optimization, security measures, and compatibility across various platforms. The system structure highlights components like the user interface, business logic layer, database, application programming interface (API), cloud services, and security features.

Chapter 1

INTRODUCTION

1.1 Introduction

Effective task management is crucial for maintaining productivity and reducing stress in today's fast-paced world. With the increasing complexity of personal and professional responsibilities, individuals and teams alike need tools that help them stay organized and focused. Task management applications have become essential for managing everything from simple daily chores to more complex projects, allowing users to streamline their workflows and optimize time management. These applications often provide features like task prioritization, reminders, and collaborative options to ensure that nothing falls through the cracks.

Microsoft To-Do is one such application, designed to address these needs by offering a variety of features to help users stay on top of their tasks. These include customizable lists, due dates, reminders, and the ability to share tasks with others. The app also provides intelligent suggestions based on your past behavior, helping you prioritize your tasks effectively. Whether creating a simple to-do list or managing complex projects, Microsoft To-Do has the features you need to succeed. By using Microsoft To Do, users can experience several benefits, including increased productivity, reduced stress, and improved time management. The app's ability to help users stay organized and focused allows them to accomplish more in less time. Microsoft To Do's integration with other Microsoft products makes it a valuable tool for anyone who relies on the Microsoft ecosystem. Based on the responses of 10 people interviewed, Microsoft To-Do has successfully positioned itself as a user-friendly and effective task management tool. Its ability to cater to various use cases and its intuitive interface and valuable features have contributed to high user satisfaction. While there is room for improvement, particularly in terms of advanced reporting and collaboration features, the app's current strengths position it well in the competitive market of task management applications.

1.2 Purpose

Microsoft To-Do is a task management application designed to help users organize, prioritize, and manage their daily tasks efficiently. Its primary purpose is to provide a centralized platform for individuals to track their responsibilities, set reminders, and collaborate with others on shared projects. By streamlining the process of task management, To-Do aims to enhance productivity, reduce stress, and improve overall work-life balance.

1.3 Ressarching Existing Programs

There are several task management applications available on the market, including popular options like Trello, Asana, and Todoist. These programs offer a variety of features such as Kanban boards, task prioritization, and integration with other productivity tools.

Applications	Advantages	Disadvantages
Trello	Highly flexible, excellent collaboration, visual boards	Can be complex for large projects, lack of advanced time management options
Asana	Advanced project management, detailed reports, sub-tasks	Interface can be complex for beginners, price can be high
Todoist	Multi-level tasks, smart reminders, wide integrations	Limited collaboration options compared to Trello and Asana
Google Keep	Simple and easy to use, sticky notes feature, seamless integration with other Google services.	Limited features for complex task management, might not be suitable for large or complex projects.
Any.do	Simple and easy-to-use interface, "Today" view for daily tasks, calendar integration.	Some core features may require a paid subscription, there might be some limitations on the number of free lists and tasks.
Wunderlist	Beautiful user interface, "Today" view for daily tasks, integration with many platforms.	Independent development has been discontinued, some older features might be unsupported.

Table 1.1: Comparison Table

1.3.1 Comparison of Microsoft To-Do with Existing Programs:

- **Simplicity and User-Friendliness:**Microsoft To-Do is often praised for its intuitive interface and ease of use, making it accessible to a wide range of users.
- **Integration with Microsoft Ecosystem:**As a Microsoft product, To-Do seamlessly integrates with other Microsoft services like Outlook, OneDrive, and Teams, providing a unified experience for users who rely on these tools.
- **Focus on Personal and Everyday Tasks:**While To-Do can be used for professional projects, it is particularly well-suited for managing personal tasks, daily routines, and household chores.

- **Intelligent Features:** To-Do incorporates intelligent features like suggested tasks based on your habits and reminders tailored to your schedule, enhancing its efficiency.

Overall, Microsoft To-Do offers a competitive solution in the task management space, combining simplicity, integration, and intelligent features to cater to the needs of individual users and small teams.

1.4 Conclusion

Microsoft To-Do provides an efficient and user-friendly solution for managing daily tasks, for both individuals and small teams. It features an intuitive interface and focuses on personal tasks, in addition to seamless integration with other Microsoft services. Although competitors offer more advanced features such as Kanban boards and detailed reports, To Do excels in its simplicity and ease of use. Despite the potential for improvement, such as adding reporting and collaboration features, its current strengths make it an attractive option in the task management applications market.

Chapter 2

ANALYSIS

2.1 INTRODUCTION

Microsoft To-Do application aims to provide users with a comprehensive and efficient solution to create and define their protests. Key features include task creation, collaboration priorities, integration with Microsoft services, ease of use, convenience, and security. With these requirements, the application enables users to manage any of their work effectively and achieve their goals.

2.2 Requirements

2.2.1 Functional Requirements

Task Creation and Management:

- Allow users to create new tasks with detailed descriptions, due dates, and priority levels.
- Enable users to organize tasks into different lists or folders for better categorization.
- Provide options to add subtasks and assign tasks to specific projects or teams.
- Offer features to mark tasks as completed, postponed, or deleted.
- Support recurring tasks with customizable frequency settings.
- Allow users to add attachments to tasks for reference or collaboration.

Task Prioritization and Scheduling:

- Implement a flexible prioritization system to help users focus on the most important tasks.
- Provide calendar integration to visualize due dates and deadlines.
- Enable users to set reminders for upcoming tasks.
- Allow users to create custom views or filters to organize tasks based on various criteria.

Collaboration and Sharing:

- Enable users to share tasks and lists with others for collaborative work.
- Support real-time task updates and notifications.
- Provide options to assign tasks to specific individuals or teams.
- Allow users to comment on tasks and engage in discussions.

Integration with Other Microsoft Services:

- Integrate with Microsoft Outlook for seamless email and calendar synchronization.
- Integrate with Microsoft Teams for collaboration within workspaces.
- Integrate with Microsoft OneDrive for cloud storage and file sharing.

2.2.2 Non-Functional Requirements

User Interface:

- Design a user-friendly and intuitive interface that is easy to navigate.
- Ensure a consistent and visually appealing design across different platforms and devices.
- Provide clear and concise instructions and tooltips for new users.

Performance:

- Optimize the application for fast loading times and responsiveness.
- Minimize latency when accessing and updating tasks.
- Ensure efficient synchronization with cloud-based data.

Security:

- Implement robust security measures to protect user data from unauthorized access.
- Comply with relevant data privacy regulations.
- Provide options for password protection and two-factor authentication.

Compatibility:

- Support a wide range of devices and operating systems, including desktop, web, and mobile platforms.
- Ensure compatibility with different screen sizes and resolutions.

Accessibility:

- Adhere to accessibility standards to accommodate users with disabilities.
- Provide options for customizing font size, color schemes, and keyboard navigation.

Offline Functionality:

- Allow users to access and manage tasks offline with synchronization capabilities.
- Provide offline editing and saving features.

Customization Options:

- Enable users to personalize the application's appearance and behavior.
- Offer customizable themes, layouts, and notification settings.

Analytics and Reporting:

- Provide insights into task completion rates, productivity trends, and time management habits.
- Generate customizable reports and statistics.

Chapter 3

DESIGN

3.1 INTRODUCTION

Microsoft To-Do is a task management application designed to help users organize and prioritize their tasks. It offers features like creating lists, setting reminders, and sharing tasks with others.

3.2 SYSTEM STRUCTURE

3.2.1 User Interface (UI)

- Design: A simple and user-friendly design that allows users to add, edit, and manage tasks easily.
- Interactions: Includes buttons and interactions to add tasks, set deadlines, and assign priorities.

3.2.2 Business Logic Layer

- Task Management: Includes business logic to facilitate operations such as creating, updating, and deleting tasks.
- User Management: Includes managing user accounts and login.

3.2.3 Database

- Data Storage: Used to store information related to tasks, users, and settings.
- Models: Includes data models to represent tasks, dates, and status.

3.2.4 Application Programming Interface (API)

- Communication: Facilitates communication between the application and cloud services and the database.
- Integration: Supports integration of the application with other services such as Outlook and OneDrive.

3.2.5 Cloud Services

- Synchronization: Allows synchronization of tasks between different devices, allowing users to access their tasks from anywhere.
- Storage: Securely stores data on the cloud, ensuring seamless access and data reliability.

3.2.6 Security

- Data Encryption: To protect sensitive information.
- Authentication: To ensure that only authorized users can access their data.

3.2.7 Analytics

- Usage Tracking: Monitoring how the application is used to improve performance and introduce new features.

3.3 INTERFACES:

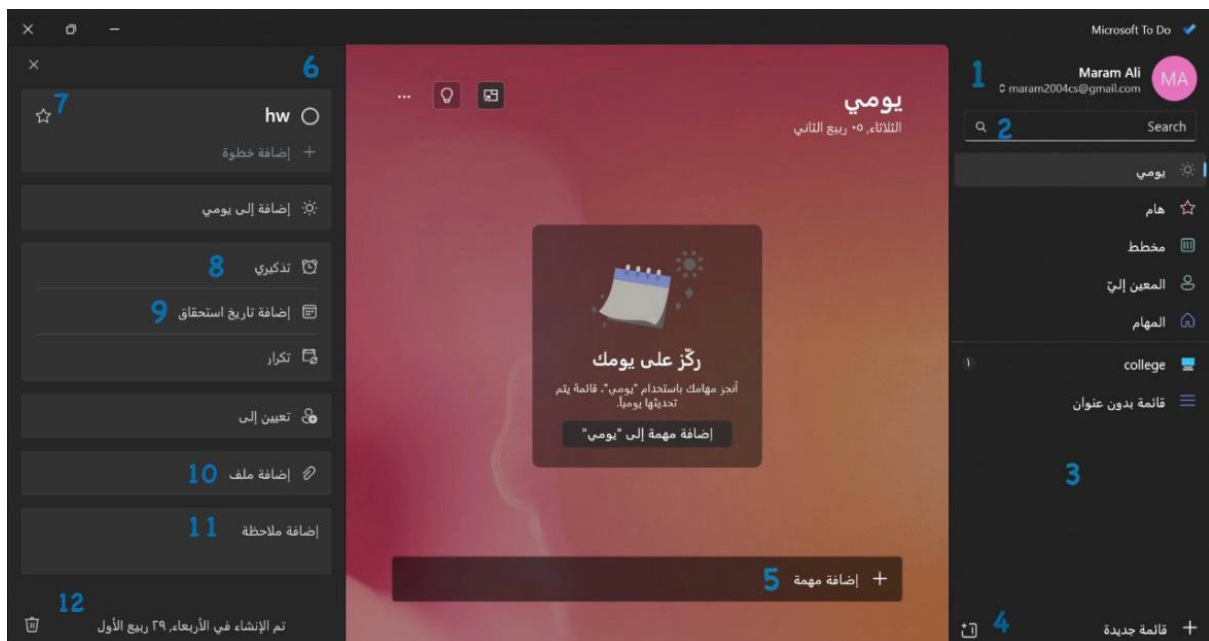


Figure 3.1: Main interface

3.3.1 EXPLANATION:

Point	Task	Description
1	Using multiple accounts	Users can see all their accounts by tapping their user-name. To switch to a different account, simply tap to select it.
2	Search button	Use the search button to find tasks, steps, tags, and notes. Type the word or phrase you're looking for, and we'll check all tasks for that term.
3	Menu Bar (contains Task List)	The main part of the app, containing options such as creating a new list, searching, settings, linking accounts, and displaying tasks. Tasks can be organized into different lists.
4	Create a list group	Tap or click the list group icon next to "+New List" to create a group named "Untitled group." Tap the name to rename it.
5	Create a task	Create a task from the "+ Add a task" input field in any list. Type the task's title and press Enter. The task will be added to the bottom of your list.
6	Task Details view	Clicking on a task opens a details page with information such as due date, priority, notes, attached files, and action buttons (e.g., complete or postpone).
7	Add importance	Star important tasks in each list. Starred tasks will appear in the "Important" smart list and automatically move to the top.
8	Add a reminder	Select a task, then "Remind me," and choose a reminder time: later today, tomorrow, next week, or a custom date/time.
9	Add a due date	Select a task to open its detail view, then select "Add due date" and choose when the task is due: today, tomorrow, next week, or a custom date.
10	Add files to your tasks	To add a file, select the desired task, open its detail view, and select "+ Add a file" to upload from your device.
11	Add notes	To add notes, select a task, open its detail view, and click inside the note field to enter additional information. Save when done.
12	Delete a task	To delete a task, click the trash can icon in the bottom left corner of the task's detail view, or swipe from right to left on Android/iOS.

Table 3.1: Explanation Table

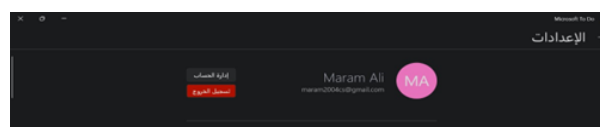


Figure 3.2: Settings interface 1

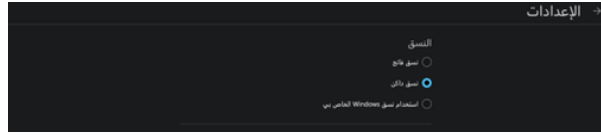


Figure 3.3: Settings interface 2

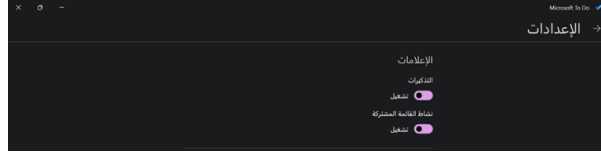


Figure 3.4: Settings interface 3

ADDITIONAL FEATURES:

- Account Management: Change password, add additional accounts, delete account.
- Notifications: Customize the types of notifications you want to receive (deadlines, new tasks, etc.) and set the frequency.
- App Integration: Connect To-Do to other apps like Outlook or Google Calendar to streamline task management.
- Dark Mode: The application offers a dark mode to enhance the user experience in low-light environments.
- Cross-Platform: Users can access To-Do from various devices such as smartphones, tablets, and computers.
- Customization: Users can customize the application appearance and choose their preferred colors and themes.

3.4 DATABASE

This table represents the basic structure of the database, where it contributes to organizing and facilitating the process of task management and providing the necessary information to users effectively.

Table 3.2: Database Example Table

Field Name	Description
TaskID	Unique identifier for each task
Title	Task title
Description	Detailed description of the task
DueDate	Due date (format: YYYY-MM-DD)
Priority	Priority of the task (high, medium, low)
Status	Task status (in progress, completed, deferred)
CreatedDate	Date the task was created (format: YYYY-MM-DD)
ModifiedDate	Date the task was last modified (format: YYYY-MM-DD)
Category	Task classification (personal, professional, project)
Subtasks	List of subtasks associated with the task
UserID	Identifier of the user who created the task

3.5 DESIGN SPECIFICATIONS:

- Programming languages: TypeScript, JavaScript, Python.
- Cloud platform: Microsoft Azure or AWS for hosting the backend services such as:
 - Task Service: Handles task creation, modification, and deletion.
 - List Service: Manages task lists and their properties.
 - Reminder Service: Sends notifications and manages reminders.
 - User Service: Handles user authentication, authorization, and profile management
- Database: MongoDB is a NoSQL database for flexible data storage and scalability.

3.6 CONCLUSION:

Microsoft To-Do is a successful application because of its strong data modeling and user interface. The application stores and organizes tasks efficiently, making them easy to access and manage. Its user-friendly interface allows for seamless creation, editing, and completion of tasks. This combination of effective data structure and intuitive design enables streamlined task management.

Chapter 4

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