



The Make-It-All Company

Science and Enterprise Park

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Re: Our requirements

To whom it may concern,

We are a medium-sized company, called Make-It-All, that makes extensive use of IT for all our activities. We are looking to develop a productivity and knowledge management system for internal use.

We urgently need the productivity management subsystem to assist our employees with managing their daily tasks, both for individuals and teams, as they work on their projects. Currently, each individual or team uses informal methods to manage their daily tasks. This is unsatisfactory as it makes it very difficult to track project progress.

For the same reason, we also urgently need the knowledge management subsystem to assist with documenting knowledge and sharing it with the wider company. This knowledge can be technical or non-technical. Technical knowledge mainly includes software/hardware configurations, technical issues, and their solutions. Non-technical knowledge generally relates to admin tasks, such as “How to order printing paper.”

We would like you to develop software to run the productivity and knowledge management system. To assist with system maintenance, we request that you use JavaScript and/or PHP programming languages with a MySQL database. We have a limited number of pre-approved 3rd party libraries, these being React, Bootstrap and ChartJS, however these are not mandatory and if other libraries are necessary, we are open to discussing their use and reasoning.

The software needs to handle the following operations:


The new system should have a to-do list feature, where our employees can create a list of to-do items. There should also be a manager's dashboard, allowing managers or team leaders to keep track of the progress of projects they are responsible for. The system should also be able to show how many tasks a team member is currently working on to help balance workloads. Users should be able to create "Topics" for specific subject areas. Example topics might include "Software Development," "Software Issues," and "Printing." For each topic, users should be able to create and share "Posts" relevant to the chosen topic.

We want access to the system to be managed carefully. Employees must register to gain access to the system. Their usernames must be their staff email addresses, and their accounts should be protected by strong passwords. To improve manageability, no employee should be allowed more than one account, and no external personnel should be able to register or create an account on the system.

This system should enable us to see how well tasks are allocated, how well projects are progressing overall, whether projects are sufficiently resourced to resolve issues in a reasonable time, and whether there are areas where training should be provided to employees. We also expect suitable data protection measures to be in place so that the system cannot be exploited to target specific individuals.

We hope you will undertake the production of this software for us. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to be 'I.B. Queen', with a stylized, flowing script.

I.B. Queen BSc MBA MISO
Chief Technology Officer
The Make-It-All Company