

1. Login

1.1. Registration Page

- **Fields Required:**
 - Full Name
 - Staff Email (must use company domain, e.g., @make-it-all.co.uk)
 - Strong Password (must meet security requirements)
- **Functionalities:**
 - Validate email format & ensure it belongs to the company.
 - Enforce strong password rules.
 - Prevent multiple accounts per user.
 - Store hashed passwords in the MySQL database.

1.2. Login Page

- **Fields:**
 - Staff Email
 - Password
- **Functionalities:**
 - Verify email & password.
 - Implement **session-based authentication**.
 - Redirect based on role (employee vs. manager).
 - Enforce **account security measures** (e.g., logout after failed attempts).

1.3. User Roles & Permissions

- **Two roles:**
 - **Employee:** Can create & manage their own tasks, posts.
 - **Manager:** Can view & manage team tasks, assign workload.
- **Admin Panel:** (If required later)
 - Modify user roles.
 - Restrict unauthorized account creation.

2. Task management

2.1. (Employee)

- **Functionalities:**
 - Create new tasks with:
 - Title, Description
 - Due Date
 - Priority Level (Low, Medium, High)
 - Edit & delete tasks.
 - Mark tasks as completed.
 - Assign tasks to self or request a manager to assign them.

2.2. Manager's Dashboard

- **Functionalities:**
 - View **all team members'** tasks.
 - Assign or reassign tasks.
 - Monitor overall project progress (task completion status).
 - Workload balancing (view how many tasks each member is handling).
 - Generate reports on productivity trends.

2.3. Task Status & Notifications

- **Statuses:** Pending, In Progress, Completed, Overdue
- **Automatic Notifications:**
 - **Employees:** When assigned a task.
 - **Managers:** When tasks are overdue.
 - **Daily email reminders** for pending tasks.

3. Knowledge Management System

3.1. Topics & Categories

- **Predefined categories:**
 - Software Development
 - Software Issues
 - Admin Queries (e.g., how to order office supplies)
- **Users can:**
 - **Create new topics.**
 - **Search for existing topics.**

3.2. Posts & Discussions

- **Functionalities:**
 - Employees & managers can **post solutions, guides, issues.**
 - Ability to:
 - Add title, content, and attachments (if allowed).
 - Edit & delete own posts.
 - Upvote useful posts.
 - Comment system for discussions.

3.3. Search & Filtering

- **Functionalities:**
 - Search posts by keyword, category.
 - Filter by recent, most upvoted.

4. Data Analytics & Reporting

4.1. Task & Productivity Insights

- **For Managers:**
 - Graphs (using ChartJS) showing:
 - Task completion rates.
 - Pending vs. completed tasks.
 - Individual employee workload.
- **For Employees:**
 - Personal task history & performance trends.

4.2. Knowledge Contribution Insights

- **Metrics to track:**
 - Most active users.
 - Most discussed topics.
 - Top-voted posts.

5. Security & Compliance

5.1. Data Protection Measures

- **Encryption:** Store passwords securely.
- **Access Control:** Restrict database queries to **prevent SQL injection**.
- **Session Management:** Auto-logout after inactivity.

5.2. User Privacy

- **Ensure:** No employee can be **singled out or targeted**.
- **Restrict:** Viewing permissions based on roles.

6. System Requirements & Setup

6.1. Tech Stack

- **Frontend:** HTML, CSS, JavaScript (React optional)
- **Backend:** PHP, MySQL
- **Database:** MySQL (hosted on GCP)
- **Version Control:** GitHub (frequent commits required)

6.2. Deployment & Testing

- **Hosted on:** Google Cloud Platform (GCP)
- **Browser Compatibility:** Ensure it works on all major browsers.
- **Testing:**
 - User acceptance testing (UAT).
 - Security testing.