



The Make-It-All Company

Science and Enterprise Park

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03/10/2022

Re: Our requirements

To whom it may concern,

We are a 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 our internal use.

We urgently need the productivity management sub-system to assist our employees with managing their daily tasks, for both of individuals and teams, that they may encounter with their projects. At the moment, each individual or team employs casual approaches to manage their daily tasks. This is unsatisfactory as it means it is very difficult to track how the projects are progressing.

For the same reason we also urgently need the knowledge management sub-system to assist with documenting knowledge and sharing it with the wider community in the company. The knowledge can be technical or non-technical. The technical knowledge mainly includes software/hardware configurations, technical issues and solutions to the technical issues. Non-technical knowledge is generally about admin tasks, such as "How to order printing papers".

We would like you to develop a software to run the productivity and knowledge management system. To assist in the maintenance of the systems, we request you produce this using JavaScript and/or PHP programming languages with the MySQL database. The software needs to be able to handle the following operations:


The new system should have a To-do list in which our employees will be able to create a list of To-do items. There should also be a manager's dashboard so that the managers or team leaders can keep track of the progression of the project they are responsible for. The new system should be able to show how many task a team member is currently working on so that the work load could be better balanced. Users will be allowed to create "Topics" for specific subject areas. Example topics include "Software Development", "Software Issues", and "Printing", etc. For each topic, the users will need to be able to create and share "Posts" relevant to the chosen topic.

We want the access to the system to be managed. A member of staff must register to gain access to the system. Their usernames can only be their staff email addresses and their accounts must be protected by strong passwords. There must of an option for an existing member to invite another member of staff to join the system. To improve manageability, no member of staff should be allowed to have more than one account on the system. And no external personnel should be allowed to register and create an account on the system.

This system will need to enable us to see how well the tasks are allocated, how well the projects are progressing overall, whether the projects are sufficiently resourced to solve problems in an acceptable time, and whether there are subject areas where training should be given to employees. We would like suitable aspects of data protection considered so the system cannot be exploited to target specific individual.

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

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized capital 'A' followed by a series of connected loops and a horizontal line extending to the right.

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