**CAPITAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**



**FACULTY OF ENGINEERING**

A Project Report submitted to the

DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

in partial fulfillment of the requirements for the degree of

BACHELORS OF CYBER SECURITY

**PROJECT:**

**DAILY TASK PLANNER WITH PRIORITY LEVELS**



PRESENTED BY

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JANUARY,2025

# DECLARATION

It is declared that this is an original piece of our own work, except where otherwise acknowledged in text and references. This work has not been submitted in any form for another degree or diploma at any university or other institution for tertiary education and shall not be submitted by us in future for obtaining any degree from this or any other University or Institution.

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# CERTIFICATE OF APPROVAL

It is certified that the project titled “DAILY TASK PLANNER WITH PRIORITY LEVELS” carried out by ISRA BABAR KIANI “BCY243021”, MAHNOOR ZAINAB” BCY243095” under the LECTURER of SIR WAQAS, **Capital University of Science & Technology, Islamabad,** is fully adequate, in scope and in quality, as a FIRST SEMESTER project for the degree of BS CYBER SECURITY.

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# INTRODUCTION

A daily task planner with priority levels is an essential tool for effective time management and productivity. This project focuses on designing a system that enables users to organize their tasks based on their importance and deadlines. By implementing this system, users can streamline their workflow, avoid missed deadlines, and enhance efficiency.

**Overview**

This project involves the development of a digital task planner that categorizes tasks into priority levels such as high, medium, and low. The planner integrates features like task addition, editing, deletion, and sorting based on priority or deadlines. It also includes notifications or reminders to keep the user informed about their schedule.

**Project Idea**

The main idea is to create a user-friendly and functional application .program that allows users to manage their daily activities efficiently. By assigning priority levels to tasks, users can focus on completing urgent and critical tasks first, ensuring better time management.

**Purpose of the Project**

Enhance productivity: To help users prioritize their work efficiently.

Reduce stress: By providing a clear overview of tasks and deadlines.

Improve time management: Enabling users to allocate their time effectively.

Organize tasks: Ensure no task is overlooked or forgotten.

**Project Specification**

Languages/Tools Used: C++, for coding.

Features:

Add, edit, and delete tasks.

Assign priority levels to tasks.

Sort and filter tasks by priority or deadlines.

Notifications or reminders for high-priority tasks.

Output: A structured list of tasks displayed according to their priority.

**Applications of the Project**

1. Personal Productivity: Managing individual schedules and deadlines.

2. Educational Use: Helping students plan study sessions and assignments.

3. Corporate Use: Organizing team projects and prioritizing meetings or deadlines.

4. Household Management: Scheduling chores and errands efficiently.

**Project Plan**

1. Research: Study task management systems to identify useful features.

2. Design: Create a user interface and define data structures for task storage.

3. Development: Code the system using the selected programming language.

4. Testing: Evaluate the system for bugs and refine it for user-friendliness.

5. Deployment: Share the system with users and gather feedback for improvements.

**Report Organization**

1. Introduction: Explains the need for the planner.

2. Design: Outlines the structure and components of the planner.

3. Implementation: Details the coding and development process.

4. Testing and Evaluation: Discusses the results of testing and any changes made.

5. Conclusion and Future Work: Summarizes achievements and potential enhancements.

**Methodologies**

1.Requirement Analysis: Identify the features needed in the planner

2. C++: Design classes and methods for task management.

4. Iterative Development: Make continuous improvements based on user feedback.

5. Agile Methodology: Focus on delivering a functional product with ongoing updates.

**CODE**

#include <iostream>

#include <string>

#include <ctime>

using namespace std;

const int MAX\_TASKS = 10;

struct Task {

string name;

string priority;

string deadline;

string status;

};

void displayTasks(const Task tasks[], int numTasks) {

cout << "\nDaily Task Planner:\n";

cout << "--------------------\n";

cout << "Task\t\tPriority\tDeadline\tStatus\n";

cout << "--------------------\n";

for (int i = 0; i < numTasks; ++i) {

cout << tasks[i].name << "\t\t" << tasks[i].priority << "\t" << tasks[i].deadline << "\t" << tasks[i].status << endl;

}

cout << "--------------------\n";

}

void progressTracker(const Task tasks[], int numTasks) {

int completedTasks = 0;

for (int i = 0; i < numTasks; ++i) {

if (tasks[i].status == "Completed") {

completedTasks++;

}

}

cout << "\nProgress Tracker:\n";

cout << "--------------------\n";

cout << "Total Tasks: " << numTasks << endl;

cout << "Completed Tasks: " << completedTasks << endl;

cout << "Pending Tasks: " << numTasks - completedTasks << endl;

cout << "--------------------\n";

}

void addTask(Task tasks[], int& numTasks) {

if (numTasks >= MAX\_TASKS) {

cout << "Maximum number of tasks reached." << endl;

return;

}

cout << "\nEnter task name: ";

getline(cin, tasks[numTasks].name);

cout << "Enter priority (High, Medium, Low): ";

cin >> tasks[numTasks].priority;

cin.ignore();

cout << "Enter deadline (YYYY-MM-DD): ";

cin >> tasks[numTasks].deadline;

cin.ignore();

tasks[numTasks].status = "Not Started";

numTasks++;

}

int main() {

Task tasks[MAX\_TASKS];

int numTasks = 0;

char choice;

do {

cout << "\n1. Add Task" << endl;

cout << "2. Display Tasks" << endl;

cout << "3. Progress Tracker" << endl;

cout << "4. Exit" << endl;

cout << "Enter your choice: ";

cin >> choice;

cin.ignore();

switch (choice) {

case '1':

addTask(tasks, numTasks);

break;

case '2':

displayTasks(tasks, numTasks);

break;

case '3':

progressTracker(tasks, numTasks);

break;

case '4':

cout << "Exiting..." << endl;

break;

default:

cout << "Invalid choice." << endl;

}

} while (choice != '4');

return 0;

}

**Result**

The final product is a daily task planner with an intuitive interface that organizes tasks based on their priority level. It enhances productivity, reduces stress, and simplifies task management for users.

**References**

1. Books on productivity and time management principles.

2. Programming language documentation (e.g., C++)

3. Online tutorials on developing task management systems.

4. User feedback and insights from similar tools like Trello, Asana, or Microsoft To-Do.

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