**Software Requirement Specification (SRS)**

**Project: -** TASK MANAGER & FLOW TRACKER

**Purpose: -** The Purpose of this project is to develop a centralized web-based task manager to assign, monitor and track the progress of the tasks as they move through departments. The System will also support real-time query generation and communication between departments for efficient collaboration.

**Scope: -** This System will:

* + Allow Task Creation with detailed information.
  + Assign task to multiple departments.
  + Track the current department and Status of each task.
  + Allow departments to update task progress and status
  + Facilitate inter-departmental communication via a query panel.
  + Provide an audit trail of task history and interactions.
  + Real time notification whenever task is assigned.

**Functional Requirements: -**

1. Task Management:
   1. The system shall allow Admin to create new tasks with details like title, description, due dates and attached Documents (if any).
   2. The system shall allow assigning a task to multiple departments with expected start/end dates for each.
2. Workflow Tracking:
   1. The system shall display the current Status of the task (“In Progress”, “Completed”).
   2. The System shall show the current department handling the task.
3. Department Progress Update:
   1. Each department shall be able to update progress and add internal notes.
   2. The Task status should be logged with time stamp.
4. Inter-Department Communication:
   1. The system shall allow departments to initiate queries related to the task.
   2. Each query shall have notified relevant user when queries are received or answered.
5. History and Audit:
   1. The system shall store the full history of task movements across departments
   2. The system shall log all update and messages.

**Future Enhancement: -**

1. Dashboard with analytics on task performance
2. Gantt Chart integration

**Flow Chart**

A diagram of a system

AI-generated content may be incorrect.

**Workflow of Admin**

1. The admin will login with its Valid Credentials.
2. He/she will initialize tasks and notify all the related departments. (There will be an option for selecting Departments).
3. Admin must have an option of assigning a specific task to a specific department.
4. There will be a Dashboard which will show status of the Assigned task with real time updates.

**Workflow of User:**

1. Login Idea
2. Dashboard will show all the assigned tasks.
3. User can update the status of the task.
4. After Completion of a particular task the user will have an option of selecting next department so that next department get notification.
5. Within each department there will be multiple operations. So, the department will be allowed to add current operation too.
6. History of all tasks up to certain Period.
7. Once all departments completed there all operations, the task will be auto updated as completed in Admin Dashboard.

**Common Features:**

1. Query Portal