



Product Requirements Document

Project Name: SnapTask

Author: Product Team

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Version: 1.0



1. Overview

SnapTask is a fast, minimal task management web app designed for individuals who want a clutter-free and intuitive experience for managing personal to-dos. The MVP will support basic task CRUD (Create, Read, Update, Delete) with a focus on speed, keyboard shortcuts, and a responsive UI.



2. Goals & Objectives

- Provide users with a clean interface to quickly add, edit, and manage tasks
 - Focus on keyboard-first navigation to increase productivity
 - Support offline usage (PWA)
 - Minimalist, responsive design
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3. Out of Scope (MVP)

- Team collaboration features
 - Notifications and reminders
 - Calendar integration
 - Authentication or user accounts
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4. Target Audience

- Freelancers and individuals who want a personal to-do list
 - Users who prefer keyboard shortcuts and minimal interfaces
 - Mobile-first users (PWA support)
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5. Features

5.1 Task List View

- Display list of tasks with title, status (done or not)
- Sort by creation date (newest first)
- Checkbox to mark complete/incomplete

5.2 Add New Task

- Input at the top or bottom of the list
- “Enter” key creates task instantly

5.3 Edit/Delete Task

- Inline editing on double click or keyboard shortcut (e.g., **e**)
- Trash icon or **Del** key to delete

5.4 Offline Support (PWA)

- Cache app shell and task data locally
- Auto-sync when back online (future release)

5.5 Keyboard Shortcuts

- **n**: Add new task
 - **↑ ↓**: Navigate between tasks
 - **e**: Edit selected task
 - **del**: Delete selected task
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6. Design

- Minimal UI (inspired by Notion + Apple Notes)
 - Tailwind CSS-based components
 - Mobile and desktop responsive
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7. Technical Requirements

- Frontend: React + Vite
 - State management: Zustand
 - Storage: LocalStorage (for MVP)
 - PWA enabled with service worker
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8. Timeline

Milestone	Date
PRD Finalized	May 29, 2025
UI Design Ready	June 2, 2025
MVP Development Begins	June 3, 2025

MVP Complete June 20, 2025

QA & Bug Fixing June 21–24,
2025

Launch June 25, 2025
