Employee Task Management System Documentation

1. Project Charter

Project Title:

Employee Task Management System

Project Sponsor:

Mark Thompson (CEO, Business Solutions LLC)

Project Manager:

Emily White (Senior Project Manager, Tech Innovators)

Project Start Date:

January 10, 2024

Project End Date:

July 10, 2024

Total Budget:

$150,000

Project Purpose:

The purpose of the Employee Task Management System (ETMS) is to streamline task assignment, employee productivity tracking, and project management for businesses. The application will allow managers to create and assign tasks to employees, track progress, set deadlines, and generate reports on task completion and productivity. This system is aimed at improving organizational efficiency and ensuring all team members are aligned with company goals.

Project Objectives:

- Develop a web-based application with user authentication and role-based access (admin, manager, employee).
- Enable task assignment, deadline setting, and real-time progress tracking.
- Implement email notifications for task updates and reminders.
- Provide reporting features for managers to monitor employee performance.
- Ensure mobile responsiveness and compatibility across major browsers.
- Integrate secure data storage and backup solutions.

Stakeholders:

- Client: Mark Thompson (Business Solutions LLC)
- Project Manager: Emily White (Tech Innovators)
- Development Team: Lead Developer: John Stevens, Front-End Developer: Susan Harris, Back-End Developer: Greg Owens, QA Lead: Laura Miller
- End Users: Employees, Managers, HR Department

Key Deliverables:

- A fully functional web app for task management.
- User authentication system with role-based access control.
- Admin dashboard for project and task tracking.
- User manual and training materials.
- Detailed project documentation.
- Deployed application on AWS or Azure.

Assumptions:

- Users will have internet access for the application.
- The client will provide necessary user feedback on design and functionality during the development process.
- The project will be completed on time and within the allocated budget.

Constraints:

- Limited server resources (using AWS free tier initially).
- Limited project team (5 members).

2. Scope Statement

Project Scope: The scope of the Employee Task Management System includes the full development cycle from requirements gathering to deployment and maintenance. The system will be designed to meet the needs of the client and end-users, ensuring a user-friendly interface and efficient task management capabilities.

Exclusions:

- Mobile app development (only responsive web design is included).
- Integration with external project management tools (e.g., Trello, Jira) (future phases).

3. Work Breakdown Structure (WBS)

WBS Level	Task Description	Duration	Responsibility
1	Project Initiation and Planning	2 weeks	Project Manager
1.1	Requirements Gathering	1 week	Business Analyst
1.2	Design Phase	2 weeks	UI/UX Designer
2	Development Phase	6 weeks	Development Team
3	Testing Phase	3 weeks	QA Team
4	Deployment Phase	1 week	DevOps

4. Cost Estimation

Category	Estimated Cost
Salaries	$100,000
Software Licenses	$5,000
Hosting	$2,000
Miscellaneous	$3,000
Total	**$110,000**

5. Risk Management Plan

Risk	Likelihood	Impact	Mitigation Plan
Delays in feature development	High	High	Strict adherence to timelines; weekly progress meetings
Budget overruns	Medium	High	Regular budget reviews and adjustments

6. Testing Plan

Functional Testing: Verify that task creation and assignment work correctly.

User Acceptance Testing (UAT): Have client verify task creation and management in the application.

Performance Testing: Test load times for the web app under heavy use.

7. Deployment Plan

Hosting: AWS EC2 (for scalable performance).

CI/CD Pipeline: Jenkins or GitHub Actions for automated deployment.

Backup & Recovery: Regular backups stored in AWS S3.

8. Project Closure Report

Final Outcome: Successfully deployed web app. Training session conducted for client staff. Completed within budget and on time.

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