TO BUILD Part 1

User Page
Add users

User Levels

Admin
Can see & change everything
Add users
Assign user user types
Create Departments
Assign users to Departments

Manager
Create project
Create Department To Do Lists
Create tasks
Assign users to tasks
Assign deadlines to the tasks
Change the status of tasks
Approve pending statuses

Worker
Change status of his assigned tasks
Add notes to tasks
Add links to documents to a task

Calendar
Shows Deadlines of Projects and tasks
Ability to create projects
Ability to create tasks within projects

Hover over a day - a plus appears - click on the plus - options appear: Create a project or Add a task to a project - Create a project will open up a new project page - Add a task will show a list of existing projects to select - once selected you can type the task - add a note - set a deadline and assign a user.

Calendar User Views

Admin
Can see full calendar

Manager
Can see full calendar but can switch to only seeing their tasks/projects

Worker
No calendar
See To Do List

To Do List
List of tasks assigned to the user

Project Page
Split into different sections

Project Info
Ability to add an overview of the project
Add a deadline to the project
Shows a large countdown to the end of the project

Team To Do Lists
A list of tasks allocated to a specific Departmenf/or group
Ability to create multiple Department to do lists

Individual Team To Do List
Choose team / create heading for the list of tasks if it is group from multiple teams working on these tasks
Create a task - add notes to that task - add a link to a document to the task - assign a user to the task - assign a deadline
Set status for task

Task status'
Not started
In progress
Waiting approval
Approved - Managers only

Project Documents
A shared folder of documents & Images
Ability to create sub folders
Each upload is tagged with the department of the uploader - eg. Marketing