**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