

OPSC7311
POE Part 1
Planning and Design

Keightly Mabasa ST10218758
Noluthando Mohoni ST10246312
Ofentse Mogafe ST10133493
Teddy Mkhabela ST10091739

Table of Contents

Introducing Sync+: Your Resilient Productivity Partner.....	4
Overview:.....	4
Icon Design.....	5
Detailed Requirements:.....	6
User Interface Design:.....	6
User Authentication:.....	6
Create Categories and Timesheet Entries:.....	6
Optional Photographs:.....	6
View Timesheet Entries:.....	6
Display User's Performance:.....	6
Additional Features:.....	7
Advanced Activity Monitoring:.....	7
Idle Time Tracking:.....	7
Work Hours Management:.....	7
Team Collaboration:.....	7
Customizable Time Tracking:.....	7
Project Management Integration:.....	7
Visual Reports:.....	7
Flexible Reporting:.....	7
Offline Mode:.....	7
User Interface Design, Mock-up & Description.....	8
A.) Get started Pages (Sync+):.....	8
B.) Sign-in Pages (Sync+):.....	9
C.) Sign-up Page (Sync +):.....	10
D.) Dashboard Page (Sync +):.....	10
E.) Detailed Project Visual Page (Sync +):.....	11

F.) New Project Page (Sync +):.....	11
G.) New Daily Goal Page (Sync +):.....	12
H.) My Timsheets Page (Sync +):.....	12
I.) Reports Page (Sync +):.....	13
J.) Settings Page (Sync +):.....	13
Diagram.....	14
Project plan.....	16
Gantt Chart.....	16
Conclusion.....	17
References.....	18

Introducing Sync+: Your Resilient Productivity Partner

In an era defined by flexible schedules and dynamic project management needs, efficient time tracking, and productivity management are paramount. Whether you're a freelancer, small business owner, or a professional, the demand for streamlined time tracking and productivity tools is universal. Recognizing this diverse landscape, our research delves into three prominent time tracking applications – Hubstaff, Clockify, and Toggl Track – to distill their best features and insights. By synthesizing these findings, our team has embarked on a journey to develop Sync+, a revolutionary timesheet app designed to cater to the diverse needs of all users.

Sync+ isn't just another time-tracking app; it's your resilient productivity partner, designed to revolutionize the way you manage your projects, teams, and data. With aims at targeting user stories, Sync+ helps you "Stay Afloat Through Time," offering convenient data uploads, seamless tracking, and tailored time solutions. From its sleek logo featuring a person sinking yet holding onto a plus symbol, Sync+ epitomizes the resilience and determination required to thrive in today's fast-paced work environment.

Overview:

Our research journey began by analyzing three leading time tracking applications – Hubstaff, Clockify, and Toggl Track. By distilling their best features and insights, we gained valuable insights into the essential functionalities and user preferences in this space. Building upon this foundation, Sync+ strives to offer a holistic approach to time management, seamlessly integrating the best elements from each platform while introducing innovative features tailored to modern work environments.

This design document encapsulates our meticulous approach to developing Sync+, offering a logical and detailed breakdown of its key components and functionalities. From user authentication and category creation to advanced activity monitoring and team collaboration features, each aspect of Sync+ has been carefully crafted to enhance user experience and streamline productivity.

With a user-centric design philosophy at its core, Sync+ prioritizes usability, functionality, and performance. Through intuitive mockups accompanied by detailed descriptions and navigation diagrams, we aim to provide a clear understanding of how users will interact with the app and derive value from its features. Additionally, our commitment to excellence is reflected in the logical organization of the document, ensuring that every aspect of the design is thoroughly explained and free from errors.

Icon Design



Detailed Requirements:

User Interface Design:

Sync+ boasts an intuitive and visually appealing user interface designed to enhance user experience and streamline productivity. Here's how we meet the requirements and elevate the design:

User Authentication:

Upon launching Sync+, users are greeted with a secure login screen where they can access their account using a username and password. Our authentication process prioritizes user privacy and security, ensuring peace of mind for every user.

Create Categories and Timesheet Entries:

The app features a seamless interface for creating categories and timesheet entries. Users can effortlessly organize their tasks by creating custom categories and adding detailed timesheet entries with date, start/end times, descriptions, and designated categories.

Optional Photographs:

Adding a personal touch to time tracking, Sync+ allows users to attach optional photographs to each timesheet entry. Whether it's capturing project progress or documenting accomplishments, users can easily include visual references to enrich their entries.

Set Daily Goals:

Empowering users to stay focused and motivated, Sync+ enables them to set minimum and maximum daily goals for hours worked. Our goal-setting feature promotes accountability and helps users maintain a healthy work-life balance by providing gentle nudges to achieve their targets.

View Timesheet Entries:

With Sync+, users can conveniently access a comprehensive list of all timesheet entries created during a selectable period. Our user-friendly interface displays entries in a clear and organized manner, allowing users to review their activities at a glance.

Display User's Performance:

Sync+ goes above and beyond by displaying users' performance in staying between their minimum and maximum hour goals over the past month. Our innovative feature provides users with valuable feedback on their productivity habits, fostering continuous improvement and success.

Additional Features:

Advanced Activity Monitoring: Inspired by Hubstaff's feature, it tracks user productivity and website usage to enhance transparency and accountability.

Idle Time Tracking: Borrowing from Hubstaff's functionality, it monitors periods of inactivity to identify potential issues related to engagement and job satisfaction.

Work Hours Management: Drawing from Hubstaff's "Work Hours" feature, it enables users to set daily work hour targets, promoting productivity and work-life balance.

Team Collaboration: Inspired by Hubstaff's team collaboration tools, it facilitates communication, coordination, and transparency within teams, fostering productivity and project success.

Customizable Time Tracking: Inspired by Clockify's feature, it allows users to add tags, descriptions, and billable rates to time entries for better organization and accuracy.

Project Management Integration: Following Clockify's example, it integrates with popular project management tools to streamline workflow management and align efforts with project goals.

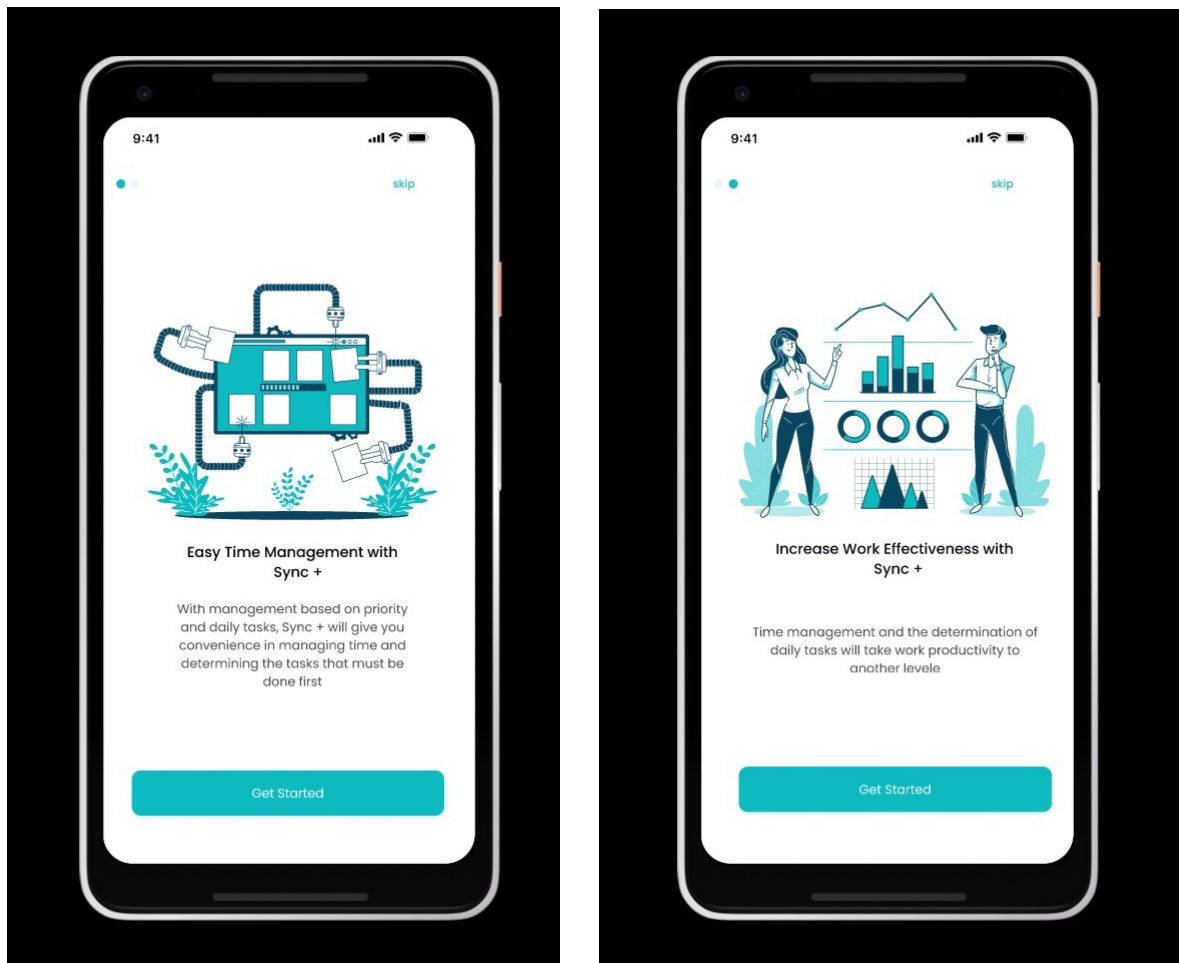
Visual Reports: Inspired by Clockify's visual reports, it provides users with clear, easy-to-understand visualizations of time usage and productivity, aiding decision-making and goal tracking.

Flexible Reporting: Adopting Toggl's flexible reporting, it empowers users to analyze time usage patterns and project progress for data-driven decision-making.

Offline Mode: Following Toggl's example, it offers an offline mode to ensure uninterrupted time tracking, particularly for users in areas with unreliable internet connections.

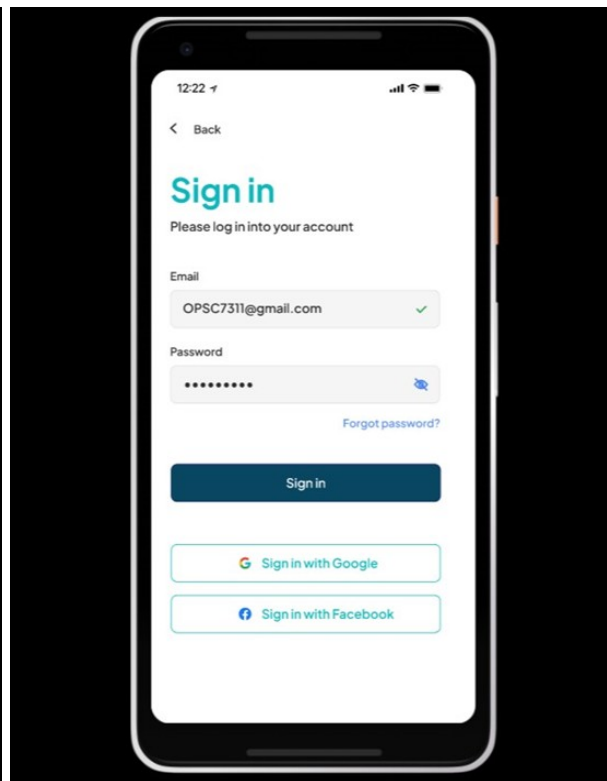
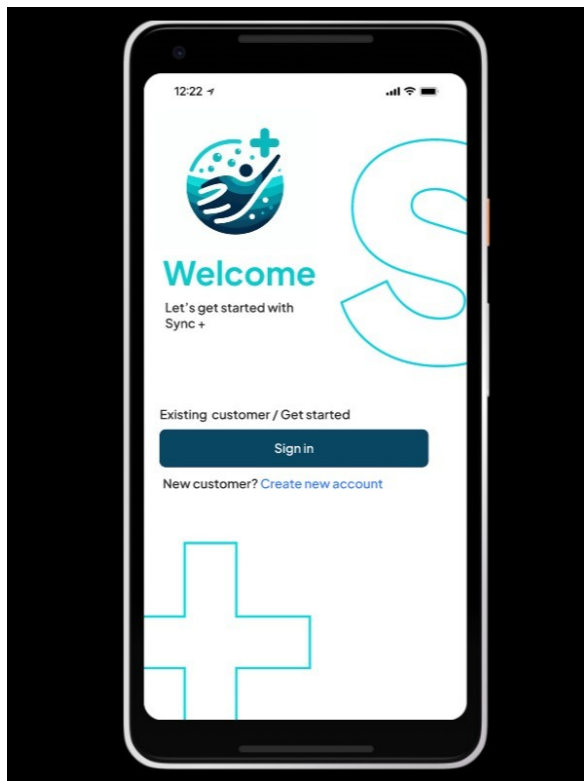
Reminder Notifications: Inspired by Toggl's reminder notifications, it prompts users to track their time, minimizing the risk of missed entries and ensuring accurate timekeeping.

User Interface Design, Mock-up & Description



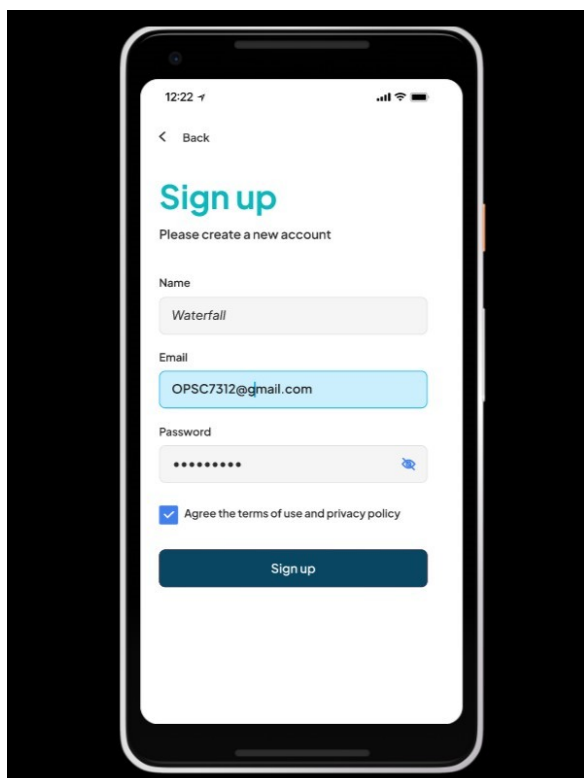
A.) Get started Pages (Sync+):

- Shows a image that corresponds with the core purpose of our application.
- This is the purpose of aiming for productivity, seamless integration, as well as effective time management.
- The user is given a chance to get a feel of the app through its user-friendly features.
- One of these features includes the option to swiftly slide through to the sign up and sign in pages.



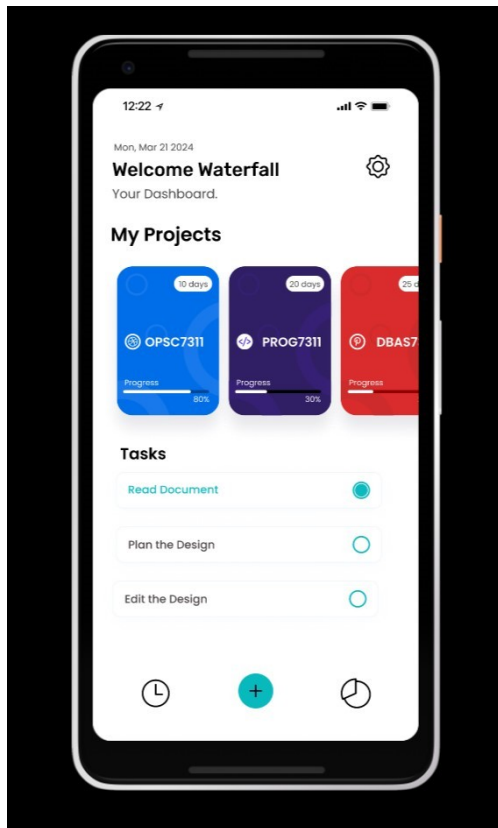
B.) Sign-in Pages (Sync+):

- The user is introduced to the first look of the app. It does this by featuring:
- A Blue and White theme corresponding to the logo's feel for productivity.
- A Sign-in button which redirects users to the Sign-in page.
- An option to Sign in with a Google or Facebook.
- An option to "Create New Account" which redirects the user to the Sign-up page.



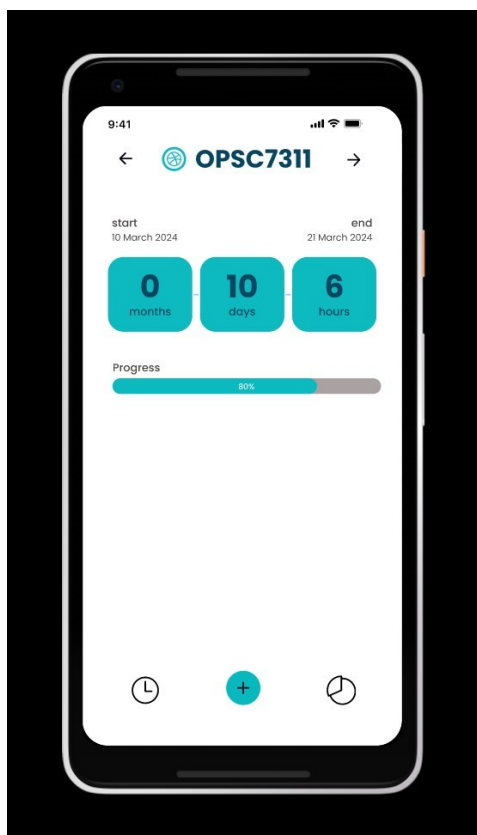
C.) Sign-up Page (Sync +):

- It consists of a form for creating a new account.
- The Form includes:
 - Name
 - Email
 - Password
 - Tick box for privacy policy
- After signing up, the user is navigated to the dashboard which consists of a welcome message and a look at any of your project tasks as well as the progress.



D.) Dashboard Page (Sync +):

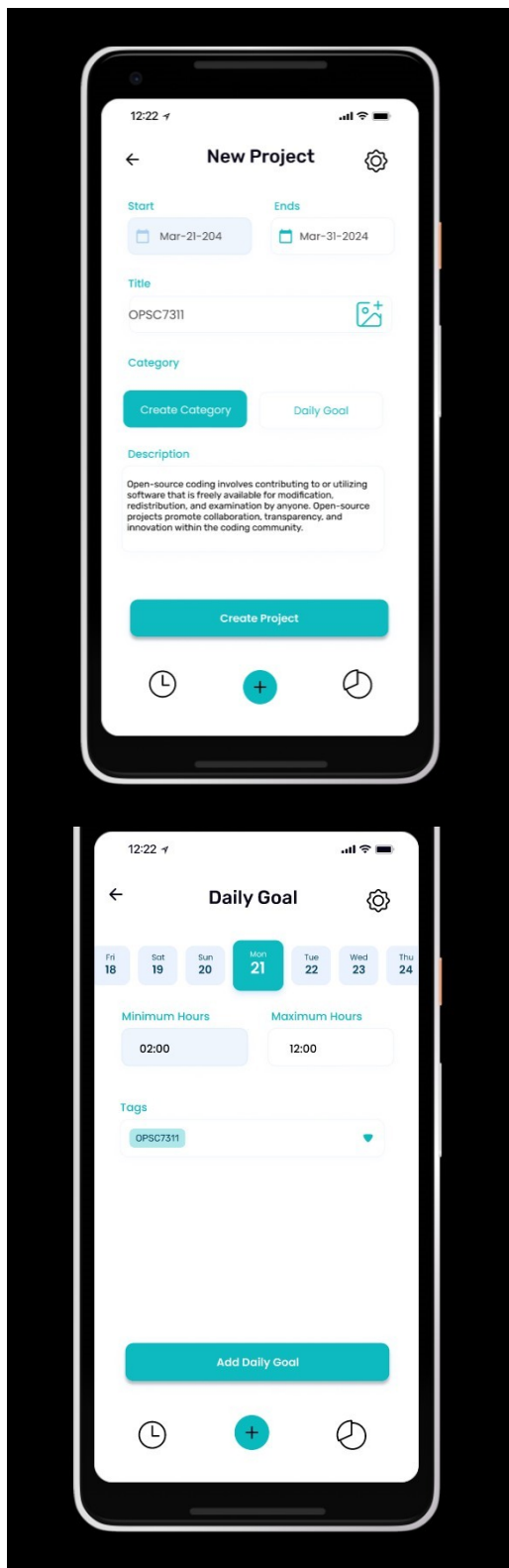
- This page is Initially empty for new users.
 - However, for familiar users:
1. They are provided with visuals that allows the users to see their progress and task for each project they've created.
 2. They can swiftly slide through the project banners and click on the projects of their interest. This is then followed by a detailed view at the progress of the project's Daily Tasks.
 3. The Plus sign that is in Java Blue allows the adding of "New Tasks", the Clock icon is what to navigates the user to the "Timesheet" screen, and the Pie chart icon which takes the user to the "Visual Reports" screen.
 4. The Timesheet settings are also accessible via the top right corner of the app.



E.) Detailed Project Visual Page (Sync +):

- This page displays a countdown timer from the start date to the end date of the project.

- The project name is prominently featured at the top of the page, providing users with clear identification of the project they are viewing.
- A progress bar is included to visually represent the progress of the project, allowing users to track its advancement over time.
- Users access this page by clicking on a specific project from the dashboard.



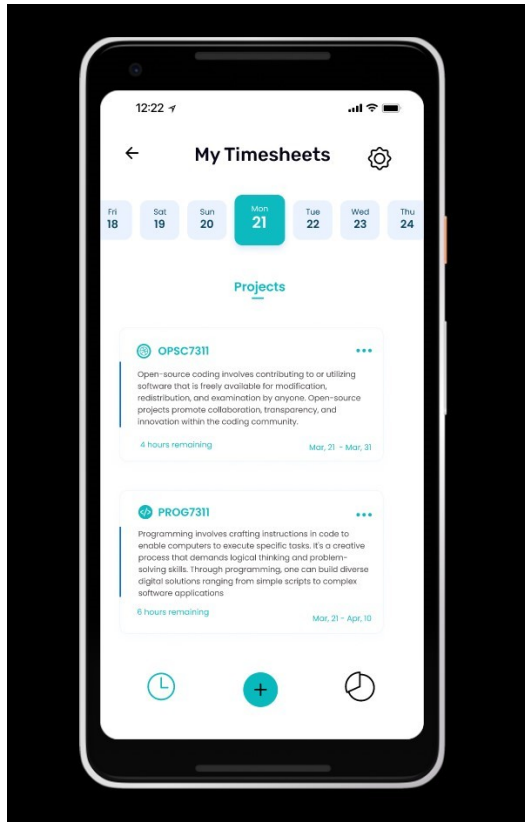
F.) New Project Page (Sync +):

- Users can select the start and end dates for their new project using intuitive date pickers, which allowing them to define the project's duration.
- Users are prompted to choose a title for their project, providing a clear and concise name that represents the project's purpose or goal.
- A category selection feature enables users to categorize their project.
- Users can input a description for their project, offering additional context and details about the project's objectives, scope, or requirements.
- When user click the “daily goals” it opens a creation page for daily goal durations.

G.) New Daily Goal Page (Sync +):

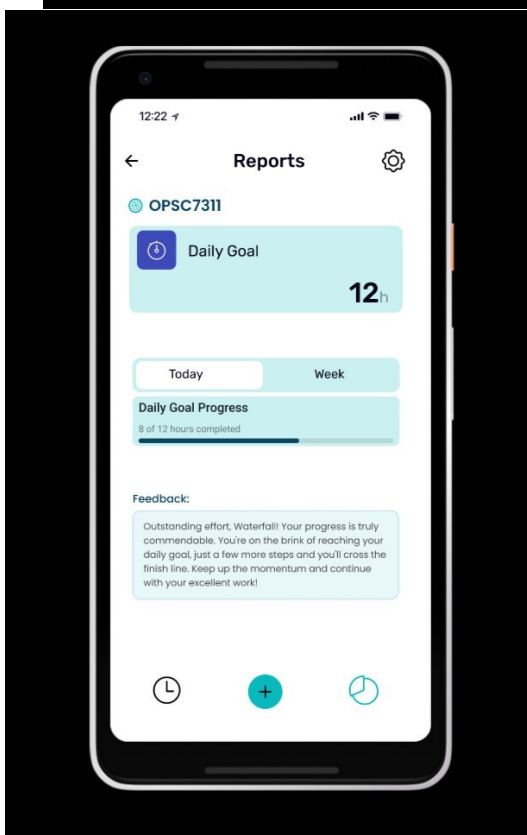
- Users can indicate the duration of the daily goal, setting a timeframe within which they aim to accomplish the tasks under the projects.

- Users can add a new daily goal duration for the specific project.
- Users have the option to associate the daily goal with a specific project by adding a project tag. This allows for better organization and time management.
- Once the user clicks the "Add Daily Goal" button, they are redirected back to the dashboard where they can view their project and track their tasks under the projects.



H.) My Timesheets Page (Sync +):

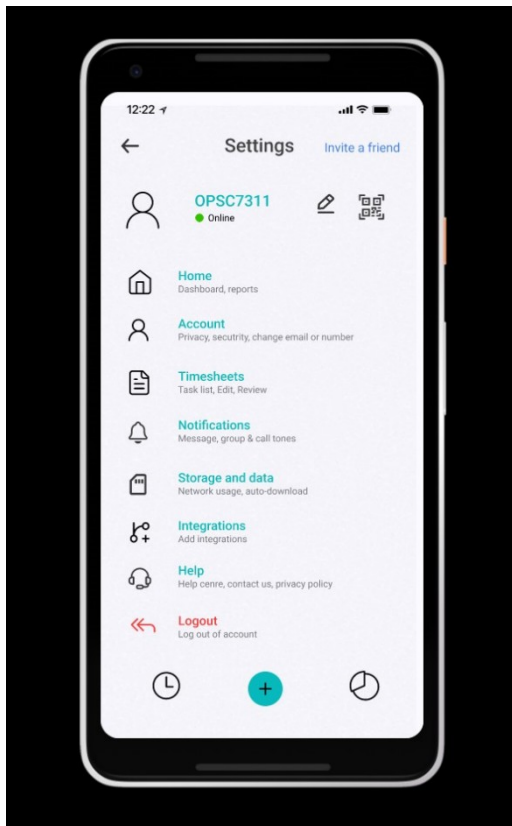
- Clicking the clock icon bottom left of the page, directly takes users to the Timesheets page, allowing access to time tracking and project management features.
- At the top of the page, users will find a slide calendar, allowing them to easily navigate through different dates and view timesheet entries for specific days.
- Below the slide calendar, users will see a list of projects along with their descriptions. This section provides users with a comprehensive overview of all their ongoing projects.
- Under each project, users can see the number of hours left to finish the daily goal for the day. This feature helps users monitor their progress and prioritize tasks, accordingly, ensuring that daily goals are met within the specified timeframe.



I.) Reports Page (Sync +):

- Positioned at the top of the page, users will find a block representing the maximum hours set for daily goals. This icon serves as a visual indicator of the target number of hours users aim to achieve each day.

- Users can toggle between "Today" and "Week" using a slider, allowing them to switch between viewing daily progress and weekly progress.
- Below the slider, users will see a progress bar indicating their progress towards meeting the daily time goal.
- a description bubble prompt provides additional context or guidance regarding the progress towards the daily time goal. This prompt may include encouraging messages, tips for improving productivity, or reminders to stay focused on achieving the set goals.



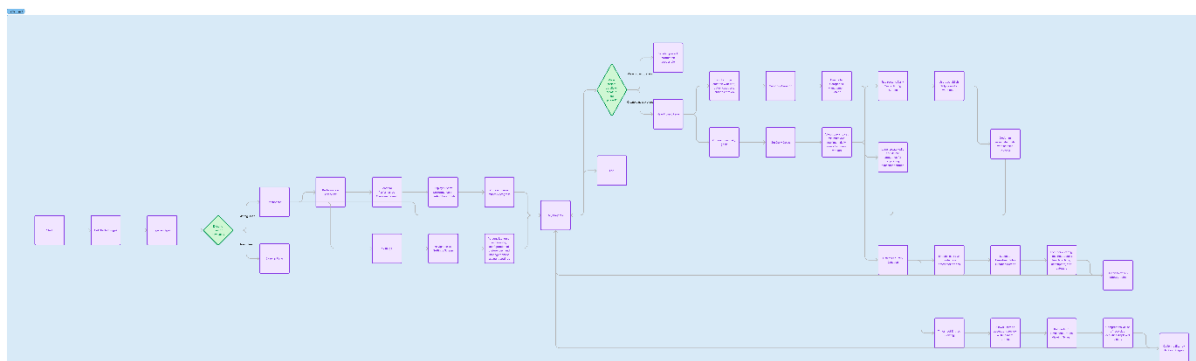
J.) Settings Page (Sync +):

Accessible throughout the app via the top right corner.

Includes categories such as:

- Home.
- Account
- Timesheets
- Notifications
- Storage and Data
- Help
- Logout

Diagram



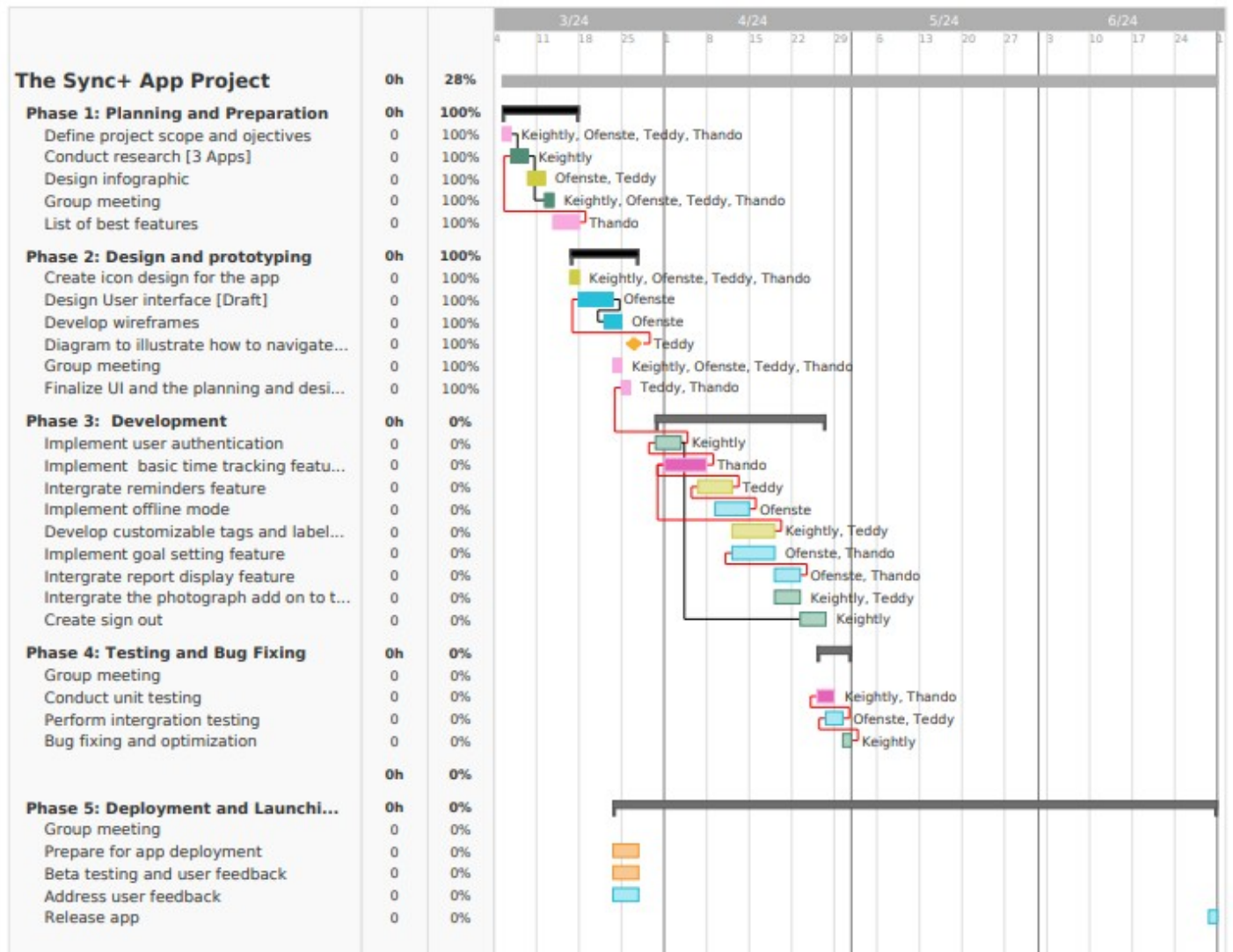
(Canva, no date)

There is a Larger PDF version of the Image attached below.

1.) Sync + is a modern and simple time management app designed to help users efficiently organize their tasks and projects. With its clean interface and easy navigation, Sync + enables users to easily move between various features, including signing in or creating a new account, accessing the dashboard to view and manage tasks, setting new tasks with customizable options, monitoring time usage with the timer feature, and analysing productivity through visual reports. Sync+ provides a seamless user experience both online and offline by offering necessary tools for efficient work monitoring and time management.

Project plan

Gantt Chart



Conclusion

With all innovative features on SYNC+ we are very confident that the application will be one of the best in its competition as it serves its users with the best and effective features one will need for their time tracking and project management. SYNC+'s icon design and application scheme promote wisdom and serenity with its cool calm colours, this allows users to track and manage their projects in the application in a calming manner. The application is user-friendly and visible, its navigation is simple and straight forward as explained on the diagram provided. It is safe and private as it requires a profile for a secure login providing data security for critical projects managed and tracked on the application.

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