TASK TRACKING APPLICATION

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1. Introduction

Our Task Tracking App has been developed in Microsoft PowerApps to streamline and enhance task management within the company. It aims to support the company's business efforts by providing an efficient and user-friendly platform for tracking and managing tasks. This application is designed to improve productivity, accountability, and transparency across various teams and departments.

2. Stakeholder Value/Why is a Task Tracking App is Necessary?

Centralized Task Management: Before the implementation of this app, task management was fragmented across different platforms and tools, leading to inefficiencies and lack of coordination. The app provides a centralized location for all tasks, making it easier for employees to manage and track their work.

Enhanced Collaboration: The app facilitates better collaboration among team members by allowing them to view, assign, and update tasks in real-time. This ensures that everyone is on the same page and can contribute effectively to project goals.

Increased Accountability: By assigning tasks to specific individuals and setting deadlines, the app ensures accountability. Team members are aware of their responsibilities and can be held accountable for their deliverables.

Improved Transparency: The app provides visibility into the status of various tasks and projects. Stakeholders can easily monitor progress, identify bottlenecks, and make informed decisions based on real-time data.

Efficiency and Productivity: Automating task tracking reduces the administrative burden on employees reducing manual effort, allowing them to focus more on their core responsibilities. The app also helps in prioritizing tasks, ensuring that important tasks are completed on time.

******SETTING UP THE DATA********

Data Source: The Data source name is "RPA Data"

Set the Data Source from the Right panel-> Data -> +Add Data -> Connectors -> Sharepoint

https://nyu0-my.sharepoint.com/personal/ppk2015_nyu_edu/Lists/RPA%20Data1/AllItems.aspx

https://nyu0-my.sharepoint.com/:l:/g/personal/ppk2015_nyu_edu/FG71k2oGijhIi9hlptLbQkYBjvkb6z_GtWAUZwoVL--x_g?e=c4wNZX

[Either of the links should work, if not let me know and please send your email so I can set the permissions.]

Paste the link and click "Connect" -> Select our Data Source - "RPA Data" .That's it!

Pictures below will help you navigate.
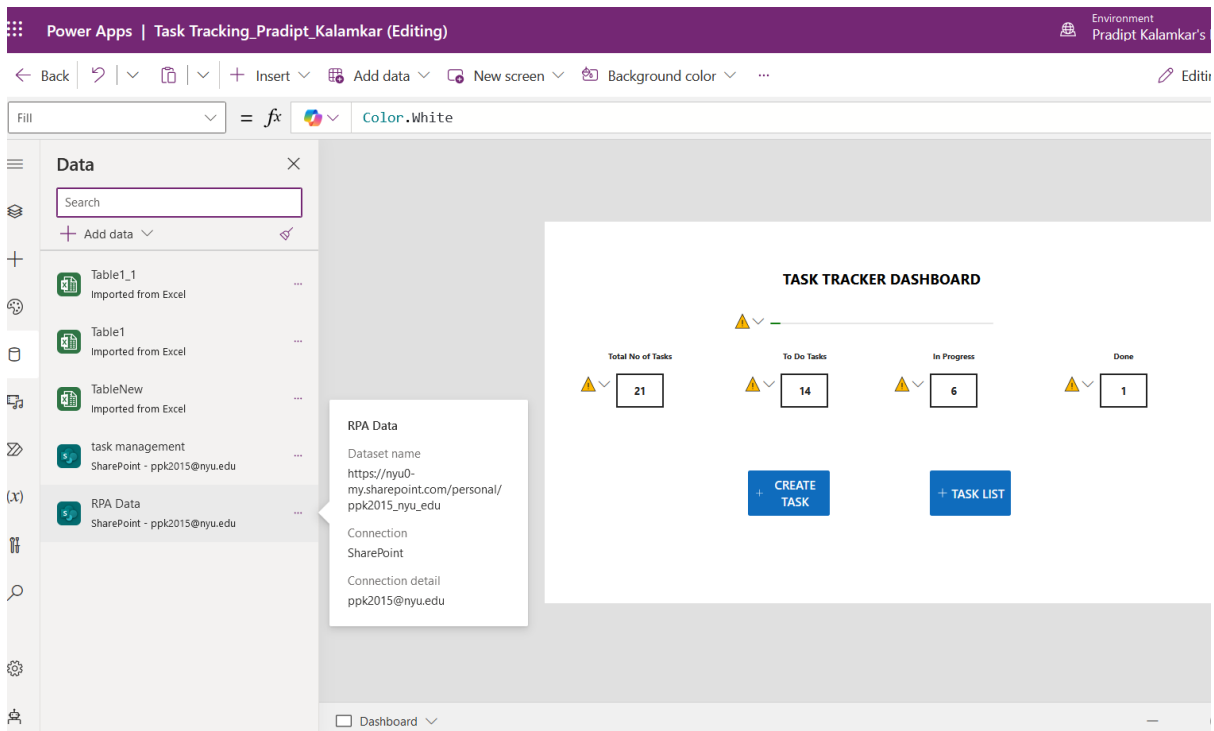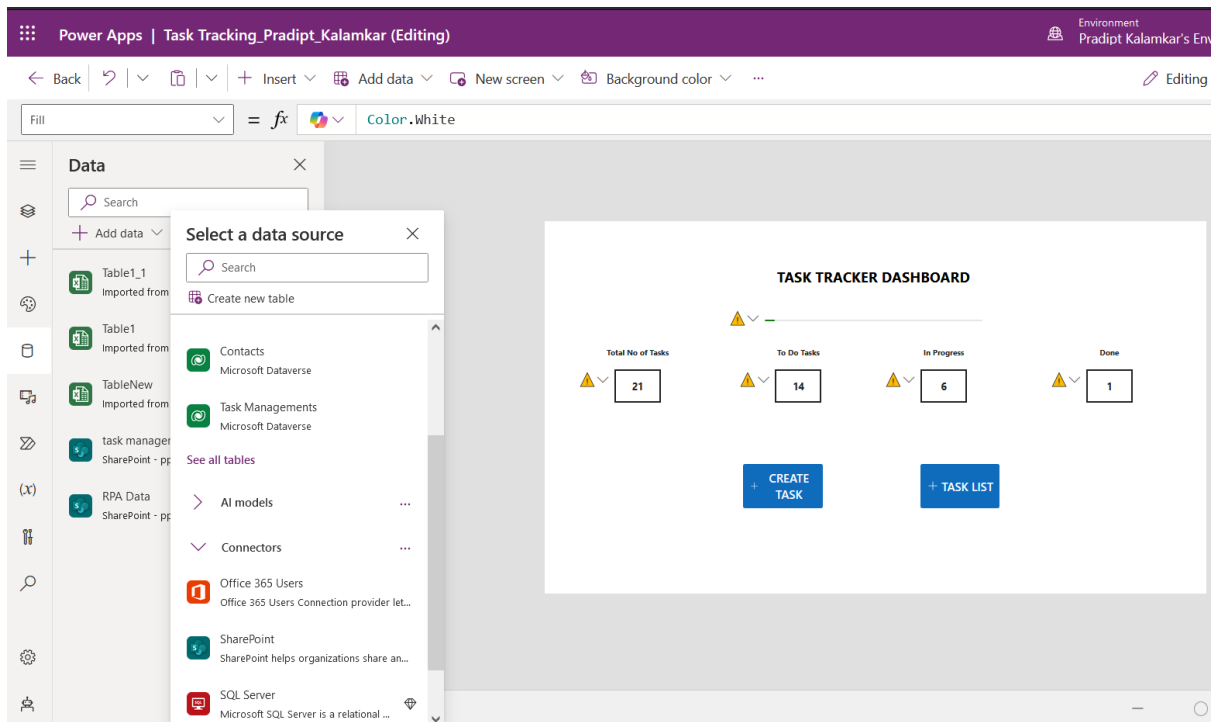
3. Key Features of our Task Tracking App

1. Dashboard Screen: Provides an overview of task statuses, overall project progress, To do tasks, In-Progress tasks, and completed tasks.

Summary of Tasks:

Total Number of Tasks: Displays the total count of tasks.

To Do Tasks: Shows the number of tasks that are yet to be started.

In Progress Tasks: Indicates the number of tasks that are currently being worked on.

Completed Tasks: Represents the number of tasks that have been completed.

Progress Bar:

A visual progress bar provides a quick visual representation of the overall progress of tasks.

Navigation Buttons:

Task List Button: Navigates to the 'Task List Screen' where users can view and manage all tasks.

Create Task Button: Navigates to the 'Create Task Screen' where users can create new tasks.

TASK TRACKER DASHBOARD

Total No of Tasks	To Do Tasks	In Progress	Done
21	13	7	1

+ CREATE TASK   + TASK LIST
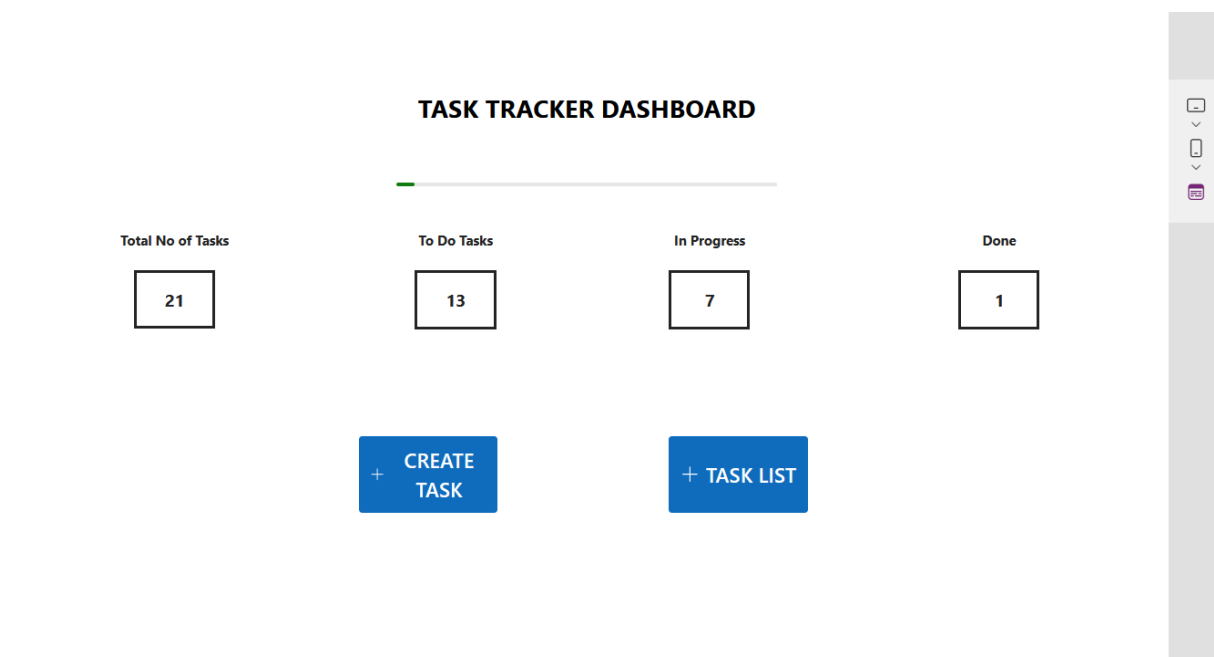
2. Task List Screen: Displays a list of all tasks with details and options to Search tasks and/or filter and/or sort based on various criteria.

Key Elements:

Task Gallery: The central area likely contains a gallery that displays a list of tasks. Each task card may include relevant details such as task name, due date, and priority.

Filter Options: Users can filter tasks based on criteria like status (e.g., "In Progress," "Completed," "Pending") or priority.

Search Functionality: A search bar allows users to find specific tasks by typing keywords or task names.

Create New Task Button: This button takes you to the Create Task screen.

Edit Task Button: This button takes you to the Task Details/Edit screen.

TASK LIST

Search

Status

Priority

Prepare Monthly Financial Report
Done
Low

Design Marketing Campaign
In Progress
High

Develop Mobile Application
In Progress
Medium

Conduct Market Research
To Do
Low

Organize Team Meeting

Title
Prepare Monthly Financial Report

Description
Compile and analyze financial data to create a comprehensive report detailing the company's financial performance for the past month

Priority
Low

Status
Done

Due Date
6/4/2024

CREATE TASK

EDIT TASK

TASK LIST

reach

Status
In Progress

Priority
Medium

Draft Social Media Strategy
In Progress
Medium

Title
Draft Social Media Strategy

Description
Develop a plan outlining the goals, tactics, and content for the company's social media presence to enhance engagement and reach

Priority
Medium

Status
In Progress

Due Date
4/25/2024

CREATE TASK

EDIT TASK

Our Search & Filtering algorithm is robust and can handle all kinds and mix and match inputs. This gives us the Most Accurate results quickly and also help to trim down our search so we can focus on a particular subset of tasks.

3. Create Task Screen: Allows users to create new tasks, Title, Description, assign priority and status, assign them to team members and set deadlines

Display's Error Validation Messages

CREATE TASK

Title
Hello World

Description

Due Date
12/31/2001

Assignee
Find items

* Priority
Find items

Priority is required.

* Status
Find items

Status is required.

SAVE

4. Task Details/Edit Screen: Provides functionalities and detailed information about a specific task, including its status, assigned team members, due date, and any related notes or attachments. Functionalities include Editing a particular record, deleting record and marking a task complete directly on the press of a button.

TASK DETAILS

Design Marketing Campaign
6/29/2024

Title
Design Marketing Campaign

Description
Develop a strategic plan that includes cr ...

* Priority
Medium

Due Date
Sat, Jun 29, 2024

Assignee
Draymond Green

* Status
To Do

DELETE TASK   **MARK COMPLETE**   **SAVE**

TASK DETAILS

Develop Mobile Application
6/14/2024

Title
Develop Mobile Application

Description
Create a mobile app by designing its inte...

* Priority
Medium

Due Date
Fri, Jun 14, 2024

Assignee
Draymond green

* Status
In Progress

[DELETE TASK] [MARK COMPLETE] [SAVE]

4. Tools & Components Used:

PowerApps: The app is built using Microsoft PowerApps, which provides a low-code platform for creating custom applications.

SharePoint: The backend data storage is set up using SharePoint, ensuring data security and scalability.

Galleries and Forms: Galleries display task lists, while forms (such as EditForms) allow users to input and update data.

Buttons, Progress Bar and Logic: Buttons trigger actions (e.g., updating task status), Progress Bar on the dashboard gives a quick visual idea of the status and logic ensures smooth app behavior.

Excel Integration: The app integrates with Excel sheets to streamline data management.

5. Conclusion

The Task Tracking App is a strategic initiative aimed at enhancing the company's operational efficiency and effectiveness. By centralizing and automating task management, the app not only improves individual productivity but also fosters a culture of accountability and collaboration. It is a vital tool that supports the company's growth and success by ensuring that projects are executed smoothly and efficiently.