# **Project Document: Mini Project Management Tool**

Technology: PHP or CodeIgniter 3 (Developer can choose)

### **Core Objective**

To build a lightweight Project Management System where:

- Manager can manage Projects, Teams, Tasks & Feedback.
- Employees can view their assigned tasks, update status, and interact via feedback.

### **User Roles**

- 1. Manager (Admin Panel)
- 2. Employee (Team Panel)

### **Modules & Features**

### **Manager Panel Features**

- Login / Logout (Manager)
- Dashboard Overview Project Summary, Task Summary, Team Summary
- Project Management Add / Edit / Delete Projects, Upload Documents
- Task Management (Inside Project) Add Tasks/Sub-Tasks, Assign Deadlines & Team
- Team Management Add Employees, Auto-generate ID & Password
- Feedback Management Provide Task Feedback
- Reports View by Project/Employee/Status

#### **Employee Panel Features**

- Login / Logout (Using Employee ID & Password)
- Dashboard Overview Assigned Tasks Summary
- Task List View Assigned Tasks/Sub-Tasks & Deadlines
- Task Status Update Pending / In Progress / Done
- View Feedback from Manager

## **Basic Flow Diagram**

```
Manager Panel
   |--> Add Project --> Upload Docs
       |--> Add Tasks --> Sub-Tasks
         |--> Assign Team Members + Deadlines
   |--> Manage Team
       |--> Auto-generate Login ID / Password for Employee
   |--> Monitor Task Progress
   |--> Provide Feedback on Tasks
Employee Panel
   |--> Login with ID & Password
   |--> View Assigned Tasks
   |--> Update Task Status
   |--> View Manager Feedback
```

## **Expected Deliverables**

- 1. Complete PHP / CI3-based Web Application
- 2. Clean UI (No fancy design needed, but readable & user-friendly)

- 3. Basic Login Security
- 4. Simple Database Schema (Projects, Tasks, Team, Feedback)

## **Database Suggestions (Core Tables)**

users | Employee / Manager Info

projects | Project Details

tasks | Task / Sub-task Details

task\_team | Mapping tasks to employees

feedback | Feedback on tasks

documents | Project reference files

### **Important Notes**

- Focus on functionality, not UI design.
- Modular clean code.
- Write simple README for login credentials & DB structure.