Software Requirement Specification for Task Portal

Name	RANJANI V
Roll no	7376221EC271
Seat no	77
Project ID	5
Problem Statement	Task creation and approval between assigner and assignee

1. Introduction

1.1. Purpose:

The purpose of this document is to describe the Task Portal, focusing on avoiding duplicate timing for task assignments. Core functionalities include task creation, user assignment, and an approval workflow. Features encompass due dates, detailed task descriptions, progress tracking, and team communication tools. The portal prevents overlapping tasks, enhances productivity, and provides notifications and reminders for deadlines and updates.

1.2. Scope of Project:

This project involves developing a Task Portal to streamline task management within a team, with the primary aim of preventing duplicate timing for task assignments. The core functionalities include task creation, assignment, and an approval workflow to ensure accountability and transparency.

Key features include setting due dates, providing detailed task descriptions, tracking progress through various stages, and facilitating communication among team members. The portal aims to enhance productivity by offering a centralized platform for task coordination, ensuring no two tasks overlap in timing, thus avoiding scheduling conflicts. Additionally, the portal will support notifications and reminders to keep users informed about upcoming deadlines and task updates.

2. System Overview:

2.1. Users:

Assigners:

- ➢ Create and assign tasks to team members.
- ➢ Ensure no two tasks overlap in timing.
- ➢ Approve or reject tasks with remarks.
- ➢ Monitor task progress and manage deadlines.
- ➢ Use analytical dashboards for project oversight.

Assignees:

- ➢ Receive tasks and ensure they fit within their schedule without overlapping.
- ➢ Update task progress and provide status reports.
- ➢ Communicate with assigners and other team members.
- ➢ Meet deadlines and manage task-related responsibilities.

2.2. Features:

FUNCTIONAL REQUIREMENT;

Login and Registration:

Users can register for an account or log in with their existing account to access the Task Portal.

Task Creation and Assignment:

Assigners can create tasks with relevant details including task title, description, objectives, and attachments. Tasks are assigned to assignees with specific due dates, ensuring no duplicate timings.

Task Approval Workflow:

Assignees can submit tasks for approval. Assigners can approve or reject tasks with remarks, ensuring clarity and accountability.

Task Status Tracking:

Assignees can view the current status of their tasks and see the history logs in the Activity section, tracking progress and updates.

Appointment Booking:

After task approval, assignees can request appointments for project reviews or discussions, scheduled by the assigner.

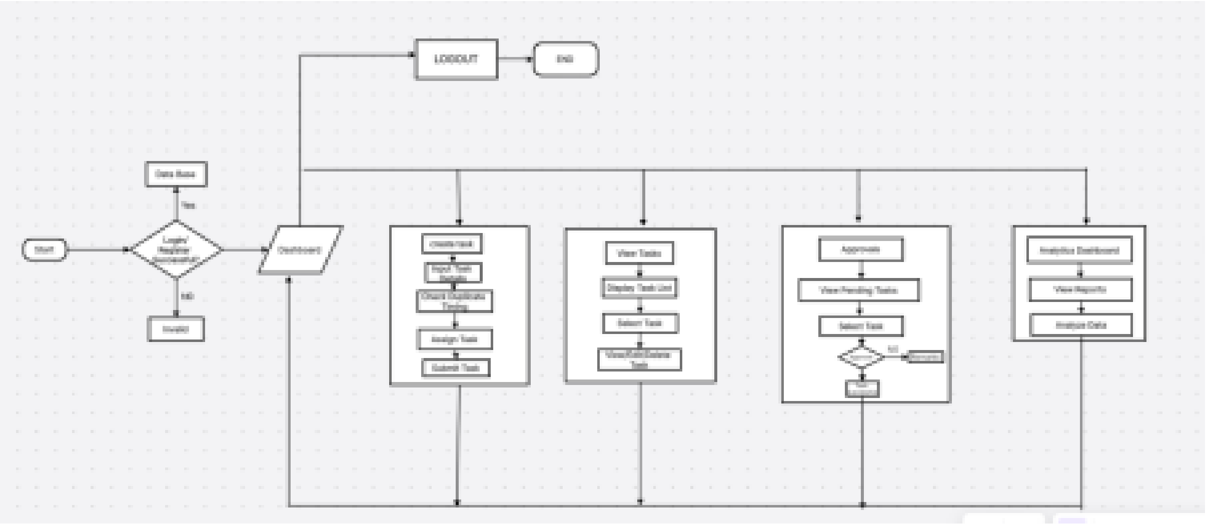
Assigner Access:

Assigners can view all assigned tasks, categorized by project or task type. They can manage approvals, rejections, and schedule meetings with assignees.

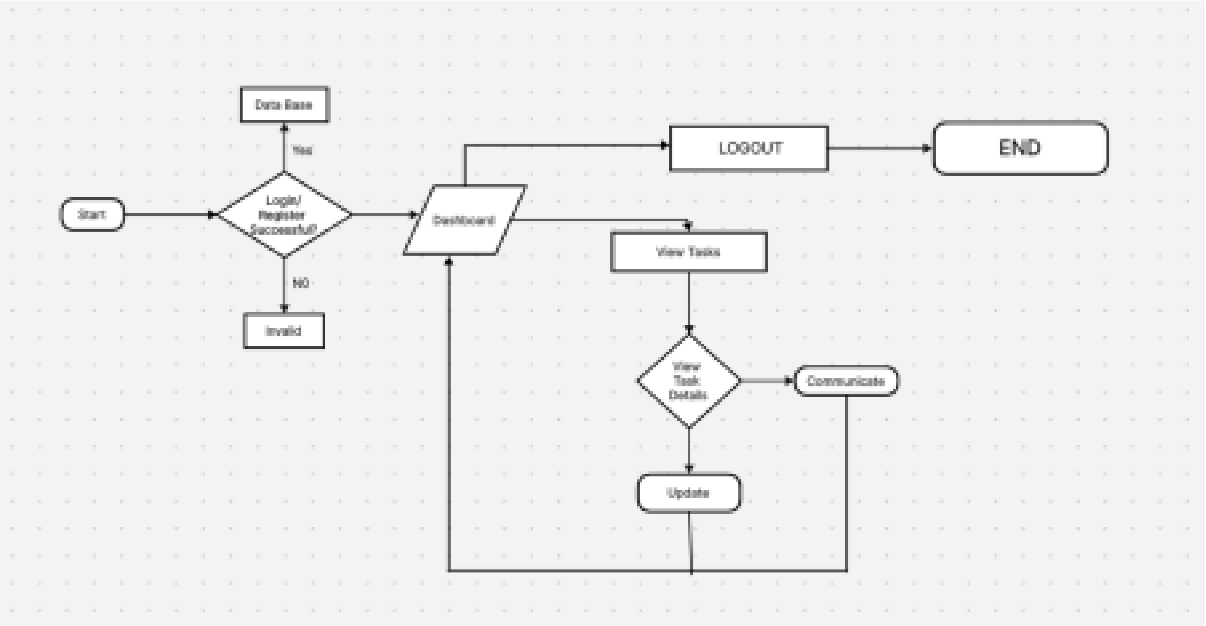
Assigner’s Analytical Dashboard:

Assigners can view the number of tasks by category, appointment requests, and the latest logs of task activities to maintain oversight and ensure efficient project management.

ASSIGNER INTERFACE



ASSSIGNEE INTERFACE



2.3. Non-Functional Requirements:

Performance:

• The system must respond to user actions within 2 seconds to ensure efficient usability. • It should handle a concurrent user load of at least 100 users without significant performance degradation.

Security:

- User data must be encrypted during transmission and storage.
- Access to sensitive functionalities (e.g., task creation, approval) should be restricted to authorized admin users through secure authentication mechanisms.

Usability:

- The user interface should be intuitive and user-friendly, promoting ease of use for both assigners and assignees.
- Clear and concise error messages should be provided to guide users in case of input errors or system failures.

Reliability:

- The system should be available 24/7 with minimal downtime to ensure continuous access for users.
- A robust backup and recovery mechanism should be in place to prevent data loss in the event of system failures or crashes.

Scalability:

- The system should be designed to accommodate an increasing number of users and data volume over time.
- It should be scalable to support additional features and functionalities as per future requirements, such as increased task complexity or expanded user roles.