



Teams To-dos – T2

**Minor Project**

*Disclaimer*

*This Software Requirements Specification document is a guideline. The document details all the high level requirements. The document also describes the broad scope of the project. While developing the solution if the developer has a valid point to add more details being within the scope specified then it can be accommodated after consultation with IBM designated Mentor.*

---

## INTRODUCTION

The purpose of this document is to define scope and requirements of a Team To-dos - T2 for the Team leaders and team members of a large IT Services Company. The proposed system will allow the Team leaders to assign tasks to their immediate team members and monitor the status. T2 tool is expected to provide:

1. A very simple clutter free user interface.
2. Exceptional ease of use for team leaders in assigning tasks to team members, monitoring and team members update the task status.
3. A weekly snapshot of the teams To-Dos'

This document is the primary input to the development team to architect a solution for this project.

### System Users






The entire staff of the software house is expected to benefit from the team to-dos management tool, T2

### Assumptions

1. T2 will be integrated with the existing company's intranet and therefore it will leverage the existing Intranet's authentication mechanism.
2. T2 will only maintain tasks for a week for the selected team members.
3. For the purpose of maintaining data in the application, the masters such as employee master will be uploaded from database backend with columns such as Employee id, Employee Name, Supervisor's id, image path URL. Please note that this image path is relative to the HTML root of the web server's directory. Instead of uploading the images, it is recommended that the images can be placed in HTML root directory "images".
4. For this project all days of the week are considered as working days, thus there is no provision to be made for leaves or off days.
5. Each task is of a minimum duration of 1.5 hours.

## REQUIREMENTS

T2 will allow team leaders to assign tasks to their team members for a week. The tool will use only a single screen to display the weekly tasks of the logged in team leader's team. The screen will be divided in to n columns where n= number of members + 1 for the week labels. The left most column corresponds to a days of the week, starting from Monday. The columns on the right display the picture of each team member. Below the member's name, corresponding tasks are listed day wise with % Complete Status. There will be links on top right hand side of the page border not shown in the image provided in this document. These links are "Select team", "Assign Tasks", "Update Status".

	 Rani Singh	 John D'suoza	 Sonal Sippy	 Tulika Mohan	 Madhav Swami
<b>Mon</b> 3rd June	Website Design	Call Client Create Proposal	Convert to XHTML Develop HTML5	Node.js learning Bug Fix	Customer Demo Finalize Architecture
<b>Tue</b> 4th June	Refine Image Develop CSS				
<b>Wed</b> 5th June					
<b>Thu</b> 6th June		Create Presentation	Integrate jQuery		
<b>Fri</b> 7th June	Code JS				
<b>Sat</b> 8th June					

## Select Team

The team leader can select team members for whom the tasks are assigned. As the team works on agile projects, team members change frequently. The system displays the list of employees; the leader can select the team members for assigning tasks.

## Assign Task

A form to enter tasks will open up, user selects team member, selects a date from the calendar, enters "Task description", Start Time and End time using time picker. Not more than 4 tasks can be assigned to a team member in one day. The system will run a validation of the task duration as mentioned in the assumptions. User can continue entering tasks for a member by clicking on new. Once done, the user clicks on Save and Exit. The above screen is displayed with the tasks appearing member's column day wise.

## Update Status

A task will be marked completed, moment the user selects 100% from a list of options in a picker (25%, 50%, 75%, 100%) on the left side of the task. Completed task will automatically be displayed as "~~struckthrough~~" text. Any other selection will be displayed in front of the task to show the progress on task.

---

### **Task Rescheduling**

The team leader will be able to reschedule a task by simply dragging it and dropping to another day's cell

### **Optional Requirements**

Note, all unfinished tasks of a week will be highlighted in red once the day has passed.

A report of planned hours on tasks and actual time spend can be generated. Such kind of analysis is important to get a real picture and also figure out reasons for delay like if there are training issues or the team is inefficient or lack of resources required to accomplish tasks etc.

Since T2 is expected to use Intranet's authentication, for the purpose of this project, entering user name will take you to the T2 screen. You may create sample users directly from the backend database.

## **DEVELOPMENT ENVIRONMENT**

T2 will be developed as a web application using Java/JSP and DB2 database. Eclipse will be used as the IDE for the same. You may consider using a JavaScript framework like jQuery/Prototype/ Scriptaculous.