

REQUIREMENTS ANALYSIS DOCUMENT

for

Smart Personal Task Manager

V1.0

7 November 2025

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for
Smart Personal Task Manager

Issue No: 1.0
Issue Date: 7 Nov 2025

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1 Introduction

The Smart Personal Task Manager (SPTM) is being developed to support individuals in managing their personal and professional responsibilities in a structured and meaningful way. While many existing task management applications focus solely on listing tasks and reminders, they often fail to connect daily activities to broader personal goals and values. This system addresses that gap by integrating task management with personal mission statements and established productivity methodologies such as Stephen Covey's Time Management Matrix and David Allen's GTD (Getting Things Done) framework.

The purpose of the SPTM is to help users align their everyday decisions, tasks, and time allocation with their long-term aspirations. By linking tasks to life missions, supporting systematic prioritization, providing progress tracking, and integrating with external calendar tools, the system aims to improve both efficiency and personal fulfillment. This project is designed to run on both web and mobile platforms, ensuring accessibility and synchronization across devices.

1.1 Purpose of the system

The purpose of the Smart Personal Task Manager is to provide users with an intelligent and structured platform for creating, prioritizing, and managing tasks that are directly aligned with their personal mission statements and long-term objectives. The system aims to guide users in making intentional decisions about how they invest their time, ensuring their daily activities support meaningful personal growth and goal achievement.

1.2 Scope of the system

The system will include features for:

- Creating and maintaining a personal mission statement and associated sub-goals.
- Adding, editing, organizing, and prioritizing tasks based on urgency, importance, and user-defined contexts.
- Integrating Covey's Time Management Matrix and GTD methodologies into task classification and review cycles.
- Synchronizing appointments and deadlines with external calendar services.
- Tracking task progress, achievements, and time allocation for reflective improvement.
- Ensuring smooth operation across web and mobile environments with optional cloud synchronization.

The system does **not** include:

- Team or multi-user task coordination.
- Real-time collaborative features.
- AI-based recommendation engines beyond rule-based prioritization prompts.
- Large-scale enterprise or project management capabilities.

1.3 Objectives and success criteria of the project

Objectives

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- To design and develop a task management system that connects daily tasks with long-term personal missions.
- To implement prioritization and workflow techniques from Covey's and GTD frameworks.
- To provide cross-platform accessibility with synchronization support.
- To offer visualization and tracking tools that reflect personal progress.

Success Criteria

The project will be considered successful if:

- Users can create and maintain mission statements and link tasks to them.
- The system correctly classifies and displays tasks according to urgency, importance, and context.
- Calendar synchronization functions reliably and updates bidirectionally.
- Users are able to view meaningful progress insights (completion trends, milestone achievements).
- The interface is intuitive and can be effectively used across web and mobile devices.

1.4 Definitions, acronyms, and abbreviations

Term	Definition
SPTM	Smart Personal Task Manager (this system)
GTD	"Getting Things Done" productivity methodology by David Allen
Mission Statement	A personal statement describing one's long-term values and purpose
Sub-mission / Focus Area	A category derived from the main mission representing specific goal areas
Task Hierarchy	Relationship where larger goals contain smaller actionable subtasks
Covey Matrix	Time Management Matrix categorizing tasks by urgency and importance

1.5 References

- Stephen R. Covey, *The 7 Habits of Highly Effective People*.
- David Allen, *Getting Things Done: The Art of Stress-Free Productivity*.
- Client-provided Problem Statement Document: *Smart Personal Task Manager*

1.6 Overview

The remainder of this Requirements Analysis Document will define the system's functional and non-functional requirements, describe user interactions, specify system architecture assumptions, and outline constraints. The document follows a structured approach to ensure clarity, traceability, and support for subsequent stages of design and development.

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2 Current system

At present, there is no integrated system that directly connects users' daily tasks with their long-term personal mission statements and goals. Individuals typically rely on separate and uncoordinated tools to manage different aspects of their daily routines and personal development. These may include:

- **Calendar applications** for scheduling appointments and reminders.
- **To-do list or note-taking apps** for capturing daily tasks.
- **Spreadsheets or journals** for long-term goal planning and reflection.
- **Physical notebooks or planners** for prioritizing and brainstorming.

While these tools are useful in isolation, they do not inherently provide a structured method for aligning daily activities with overarching personal objectives. Users must manually translate high-level goals into actionable steps and continually ensure their daily efforts reflect their long-term values—something that can be difficult without guidance or a systematic workflow.

2.1 Current Functionality

The tasks currently handled by the Smart Personal Task Manager are performed in fragmented ways:

- Tasks are listed without clear linkage to larger goals.
- Prioritization is done subjectively and inconsistently.
- Calendar events are isolated from task workflows.
- Personal mission statements, if written, are stored separately and rarely revisited during task planning.
- Progress tracking and reflection are typically not integrated into daily planning activities.

2.2 Limitations and Problems of the Current System

The current disconnected approach leads to several issues:

- **Lack of alignment:** Daily tasks often do not reflect personal mission or long-term goals.
- **Fragmented productivity:** Users must switch between multiple apps, causing context loss.
- **Inconsistent prioritization:** Tasks are often prioritized by urgency rather than importance.
- **Limited reflection and improvement:** Users rarely review progress or evaluate whether their actions support meaningful outcomes.
- **Cognitive overhead:** The user is required to mentally maintain the relationship between goals, tasks, and time constraints.

As a result, even motivated individuals may experience difficulty maintaining consistent focus, leading to stress, inefficiency, and decreased satisfaction in their task management practices.

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3 Proposed system

The proposed Smart Personal Task Manager (SPTM) will provide an integrated environment that links users' daily tasks with their long-term mission statements and personal development goals. The system will incorporate structured prioritization methodologies, progress tracking, and calendar synchronization in order to help users plan and execute tasks with purpose and clarity. The system aims to reduce fragmentation, enhance consistency, and support a reflective approach to personal productivity.

3.1 Overview

The system will allow users to create and maintain a personal mission statement, define associated goals or sub-missions, and link their daily tasks to these higher-level objectives. Tasks will be classified and prioritized using frameworks such as Covey's Time Management Matrix and David Allen's GTD methodology. The system will also integrate with external calendar applications to synchronize appointments and deadlines. Progress tracking features will allow users to review achievements and evaluate whether their daily actions are aligned with their long-term intentions.

At a high level, the system consists of the following major components:

- **Mission Statement & Goals Module:** Enables creation, editing, and hierarchical organization of personal mission statements and goal areas.
- **Task Management Module:** Supports creating, viewing, prioritizing, updating, and archiving tasks linked to mission areas.
- **Calendar Integration Module:** Synchronizes appointments and deadlines with users' existing calendar applications.
- **Progress Tracking & Review Module:** Provides metrics, history, and reflective review prompts to support personal improvement.
- **User Interface Module:** Delivers a consistent cross-platform user experience across web and mobile environments.

This system will be modular, extensible, and designed for long-term usability and personal reflection.

3.2 Functional requirements

3.2.1 Mission Statement and Goal Management

ID	Requirement
FR-1	The system shall allow the user to create an initial personal mission statement.
FR-2	The system shall allow the user to edit and revise the mission statement at any time.
FR-3	The system shall maintain version history of mission statement updates.
FR-4	The system shall allow the user to define subordinate mission areas (sub-missions or goal categories).
FR-5	The system shall associate each sub-mission with the primary mission statement to form a hierarchical mission structure.



ID	Requirement
FR-6	The system shall display the mission statement and sub-missions at relevant points within the interface (e.g., during task creation).

3.2.2 Task Management

ID	Requirement
FR-7	The system shall allow the user to create new tasks with attributes such as title, description, due date, and assigned mission/sub-mission.
FR-8	The system shall allow the user to modify the attributes of existing tasks.
FR-9	The system shall allow the user to delete or archive tasks.
FR-10	The system shall allow tasks to be organized into hierarchical parent–subtask structures.
FR-11	The system shall classify tasks using the Covey Time Management Matrix based on urgency and importance.
FR-12	The system shall allow the user to assign GTD-style context tags (e.g., @home, @work, @phone) to tasks.
FR-13	The system shall provide filtering and sorting options by mission, context tag, due date, priority level, and completion status.

3.2.3 Calendar and Appointment Integration

ID	Requirement
FR-14	The system shall synchronize calendar events with external calendar services (e.g., Google Calendar, Apple Calendar, Outlook).
FR-15	The system shall allow the user to view synchronized appointments within the task manager interface.
FR-16	The system shall allow the user to convert a calendar event into a task.
FR-17	The system shall notify the user of upcoming deadlines, scheduled tasks, and calendar appointments.

3.2.4 Progress Tracking and Review

ID	Requirement
FR-18	The system shall track the status of each task (e.g., Not Started, In Progress, Completed, Deferred).
FR-19	The system shall record the completion history of tasks.
FR-20	The system shall generate visual reports that summarize task progress and achievement over time.
FR-21	The system shall provide periodic review prompts (e.g., weekly review reminders).

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3.2.5 Cross-Platform and Data Management

ID	Requirement
FR-22	The system shall operate on both web and mobile platforms.
FR-23	The system shall synchronize user data across devices when online.
FR-24	The system shall allow offline access to locally stored task and mission data, syncing changes once connectivity is restored.
FR-25	The system shall ensure secure storage of user data.

3.3 Nonfunctional requirements

Nonfunctional requirements define constraints and quality attributes that the system must satisfy. These requirements influence the system's usability, performance, reliability, supportability, and compliance with legal standards.

3.3.1 Usability

- The system shall provide an intuitive and consistent user interface across web and mobile platforms.
- The system shall present task lists, calendars, and mission statements in a visually clear and uncluttered layout to minimize cognitive load.
- The system shall provide tooltips, onboarding guidance, or help prompts to assist new users.
- The system shall support accessibility best practices, including readable font sizes and color contrast suitable for visually impaired users.
- The system should require no more than three user interactions to perform common operations such as creating or marking a task as completed.

3.3.2 Reliability

- The system shall provide consistent data storage to prevent loss or corruption of task and mission data.
- The system shall handle network disruptions gracefully by storing changes locally until connectivity is restored.
- The system shall maintain operation with an uptime target of at least 99% during normal use.
- The system shall ensure data synchronization conflicts are resolved deterministically (e.g., using timestamps or user confirmation).

3.3.3 Performance

- The system shall respond to user interactions (e.g., screen transitions, task creation) within 1 second under normal operating conditions.

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- The system shall synchronize with external calendars within 10 seconds after connectivity is available.
- The system shall load mission data, task lists, and progress dashboards within 2 seconds on supported devices.
- The system shall be able to manage at least 5,000 tasks, appointments, and log entries without noticeable performance degradation.

3.3.4 Supportability

- The system shall allow configuration of user preferences such as notification frequency, display themes, and calendar sync settings.
- The system shall be designed in a modular way to allow future feature expansion (e.g., new prioritization models).
- The system shall provide mechanisms for exporting user data for backup or migration.
- The system shall be documented for both end users (user manual) and maintainers (developer documentation).

3.3.5 Implementation

- The system shall support cross-platform deployment for both web and mobile (e.g., Android, iOS).
- The system shall use secure data storage mechanisms appropriate to the platform (e.g., encrypted local storage).
- The system shall use standard API protocols for calendar integration (e.g., Google Calendar API, Apple EventKit).
- The implementation shall follow standard software design patterns to ensure maintainability and scalability.

3.3.6 Interface

- The system shall provide a graphical user interface optimized for both mouse/keyboard and touch input.
- The system shall support external calendar APIs for synchronization.
- The system may optionally use cloud service APIs for cross-device data synchronization.
- The system shall present consistent interface elements (navigation, icons, layout structure) across all supported platforms.

3.3.7 Packaging

- The system shall be packaged as an installable application for mobile app stores (e.g., Google Play, Apple App Store).

3.3.8 Legal

- The system shall comply with applicable data protection and privacy regulations (e.g., GDPR if user data is stored in the cloud).
- The system shall provide a privacy policy explaining what data is collected and how it is stored or synchronized.
- The system shall not share or transmit personal mission statements, tasks, or calendar data without explicit user consent.



- Any use of third-party APIs (calendar services, cloud sync services) shall comply with their respective license and service agreements.

3.4 System models

System models describes the scenarios, use cases, object model, and dynamic models for the system. This section contains the complete functional specification, including mock-ups illustrating the user interface of the system and navigational paths representing the sequence of screens. The subsections Object model and Dynamic model are written during the Analysis activity.

3.4.1 Scenarios

- **3.4.1 Scenarios**
- **Scenario 1: First-Time User Onboarding and Mission Creation**

Actor: Sarah, a graduate student starting her PhD program

Context: Sarah has just installed the SPTM application on her laptop. She wants to organize her academic and personal life around clear objectives.

Narrative:

Sarah opens the application for the first time and is greeted by a welcome screen that introduces the concept of mission-driven task management. The system prompts her to create her personal mission statement through a guided interface.

The interface asks reflective questions such as "What are your core values?" and "What do you want to achieve in the next 5 years?" Sarah takes 15 minutes to thoughtfully craft her mission statement: "To become a leading researcher in sustainable urban design while maintaining work-life balance and nurturing meaningful relationships."

The system then guides her to define three sub-missions:

1. Academic Excellence (research, publications, coursework)
2. Personal Health & Wellbeing (exercise, hobbies, rest)
3. Relationships & Community (family time, friendships, volunteering)

Once complete, the mission statement is displayed prominently on her dashboard. Sarah feels a sense of clarity and purpose as she moves forward to create her first tasks.

Outcome: Sarah has successfully created a personal mission statement with hierarchical sub-missions that will guide her task planning.

-
- **Scenario 2: Daily Task Creation with Mission Alignment**

Actor: Marcus, a marketing professional

Context: Monday morning, Marcus is planning his week using SPTM on his smartphone during his commute.

Narrative:

Marcus opens the app and navigates to "Add New Task." He enters the task title: "Prepare Q4 campaign presentation." The system prompts him to assign this task to one of his mission areas. Marcus selects his sub-mission "Career Growth & Professional Excellence."



He sets the due date for Friday, adds a description noting key points to include, and marks the task as "Important but Not Urgent" based on Covey's matrix since the deadline is several days away. He also adds the context tag "@work" following GTD methodology.

Before saving, the app displays his mission statement briefly, reminding him why this task matters to his broader goals. Marcus adds two subtasks: "Gather market research data" and "Design presentation slides," creating a task hierarchy.

The system automatically suggests scheduling dedicated work blocks in his calendar and offers to sync with his work calendar. Marcus accepts, and two 2-hour blocks are reserved for Thursday.

Outcome: Marcus has created a well-structured, mission-aligned task with subtasks, priority classification, and calendar integration.

- **Scenario 3: Weekly Review and Progress Reflection**

Actor: Elena, a freelance designer

Context: Sunday evening, Elena receives a notification reminding her to conduct her weekly GTD review.

Narrative:

Elena opens SPTM on her tablet and navigates to the "Weekly Review" section. The system presents a summary of the past week:

- 12 tasks completed
- 3 tasks still in progress
- 2 deferred tasks
- Time allocation across her three sub-missions displayed in a pie chart

The interface shows that she spent 60% of her time on "Client Projects" (aligned with her Financial Stability mission), 25% on "Skill Development," and 15% on "Personal Creative Projects." Elena realizes she's neglected her creative work and makes a mental note to prioritize it next week.

The system prompts her with reflection questions: "Did your completed tasks support your mission statement?" and "What obstacles prevented task completion?" Elena types brief notes about a client project that expanded beyond its scope.

She then reviews her upcoming week's tasks. The system highlights three tasks that have moved from "Not Urgent/Important" (Quadrant II) to "Urgent/Important" (Quadrant I) due to approaching deadlines. Elena reschedules two tasks and adjusts priorities accordingly.

Finally, she views her "Achievement Log," which shows she completed a major milestone: launching a personal portfolio website. The app displays a congratulatory message and adds this achievement to her progress timeline.

Outcome: Elena has completed a structured weekly review, gained insights into her time allocation, adjusted priorities, and reflected on her progress toward personal missions.

- **Scenario 4: Calendar Integration and Appointment Management**

Actor: David, a small business owner



Context: David's business partner just scheduled an important investor meeting via Google Calendar.

Narrative:

While working on his laptop, David receives a notification from SPTM: "New calendar event detected: Investor Meeting - Tomorrow 2:00 PM." The notification appears because SPTM is synchronized with his Google Calendar.

David opens the app and sees the appointment displayed in his daily view alongside his task list. He decides this meeting requires preparation, so he taps "Convert to Task" on the calendar event. The system creates a new task: "Prepare for investor meeting" and automatically:

- Sets the deadline to one hour before the meeting
- Marks it as "Urgent and Important" (Quadrant I)
- Links it to his "Business Growth" sub-mission
- Adds the context tag "@office"

David adds subtasks: "Update financial projections," "Prepare pitch deck," and "Review investor questions." He estimates 4 hours of work and blocks time on Tuesday morning.

The next day, as he completes each subtask, SPTM updates the progress indicator. Thirty minutes before the meeting, he receives a reminder notification. David feels prepared and confident because his task manager helped him systematically prepare.

Outcome: David successfully integrated a calendar appointment into his task workflow, created preparation tasks, and received timely reminders.

- **Scenario 5: Mobile-Web Synchronization**

Actor: Priya, a project coordinator

Context: Priya works across multiple devices throughout her day.

Narrative:

During her morning commute, Priya uses SPTM on her phone to add several tasks for an upcoming work conference. She creates tasks like "Book conference hotel" and "Submit presentation abstract," linking them to her "Professional Development" mission area.

When she arrives at the office and opens SPTM on her web, she expects to see these tasks. The app connects to the internet and synchronizes automatically. Within seconds, all tasks created on her phone appear on her web dashboard, properly categorized and prioritized.

At lunch, while offline in a basement cafeteria, Priya opens the mobile app and marks two tasks as completed. She also edits the due date of another task. Although there's no internet connection, the app saves these changes locally.

In the afternoon, when her phone reconnects to WiFi, SPTM automatically syncs the changes. When Priya checks her web app later, the completed tasks are properly archived, and the updated due date is reflected.

Outcome: Priya experiences seamless cross-platform synchronization, with offline functionality ensuring no data loss during connectivity gaps.

- **Scenario 6: Handling Urgent vs. Important Tasks Using Covey's Matrix**



Actor: James, a teacher and part-time graduate student

Context: James is feeling overwhelmed with competing demands and needs to prioritize effectively.

Narrative:

James opens SPTM and views his task list, which contains 23 active tasks. He switches to "Quadrant View" to see tasks organized by Covey's Time Management Matrix.

Quadrant I (Urgent/Important): Contains 3 tasks including "Grade final exams by Thursday" and "Submit grant application due tomorrow." James knows these require immediate attention.

Quadrant II (Not Urgent/Important): Contains 8 tasks including "Develop new curriculum unit" and "Exercise 3x per week," aligned with his long-term missions. The system highlights these in green, reminding him that Covey recommends focusing energy here for long-term effectiveness.

Quadrant III (Urgent/Not Important): Contains 7 tasks like "Reply to department-wide survey" and "RSVP to colleague's party." These are marked in yellow as tasks that could potentially be delegated or minimized.

Quadrant IV (Not Urgent/Not Important): Contains 5 tasks including "Reorganize bookshelf" and "Watch recorded webinar." These appear in gray, and the system suggests considering whether they align with his mission statement.

James realizes he's been spending too much time in Quadrants III and IV. He decides to defer two Quadrant IV tasks, decline a Quadrant III commitment, and schedule dedicated time blocks for his Quadrant II tasks, particularly his thesis research which supports his "Academic Achievement" mission.

The app provides a weekly goal: "Spend 60% of discretionary time on Quadrant II activities." James accepts this challenge.

Outcome: James gains clarity on priority, makes intentional choices about task selection, and adjusts his schedule to focus on important-but-not-urgent activities that support long-term goals.

- **Scenario 7: Mission Statement Evolution and Task Realignment**

Actor: Rachel, a career-changing professional

Context: After six months using SPTM, Rachel has made significant life changes and wants to update her mission.

Narrative:

Rachel opens the Mission Statement section and reviews her current statement written when she was working in finance: "To excel in corporate finance while building wealth and stability."

After recently deciding to transition into non-profit work focused on environmental conservation, this mission no longer resonates. She clicks "Edit Mission Statement" and the system warns her: "Updating your mission may affect how existing tasks align. Would you like to review task linkages afterward?"

Rachel revises her mission: "To contribute meaningfully to environmental conservation efforts while living sustainably and inspiring others to protect our planet."

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She also restructures her sub-missions from "Career Advancement," "Financial Growth," and "Work-Life Balance" to "Conservation Impact," "Sustainable Living," and "Community Education."

The system then presents a review screen showing all existing tasks and their current mission linkages. Rachel sees 15 tasks linked to her old "Financial Growth" mission. She systematically reviews each:

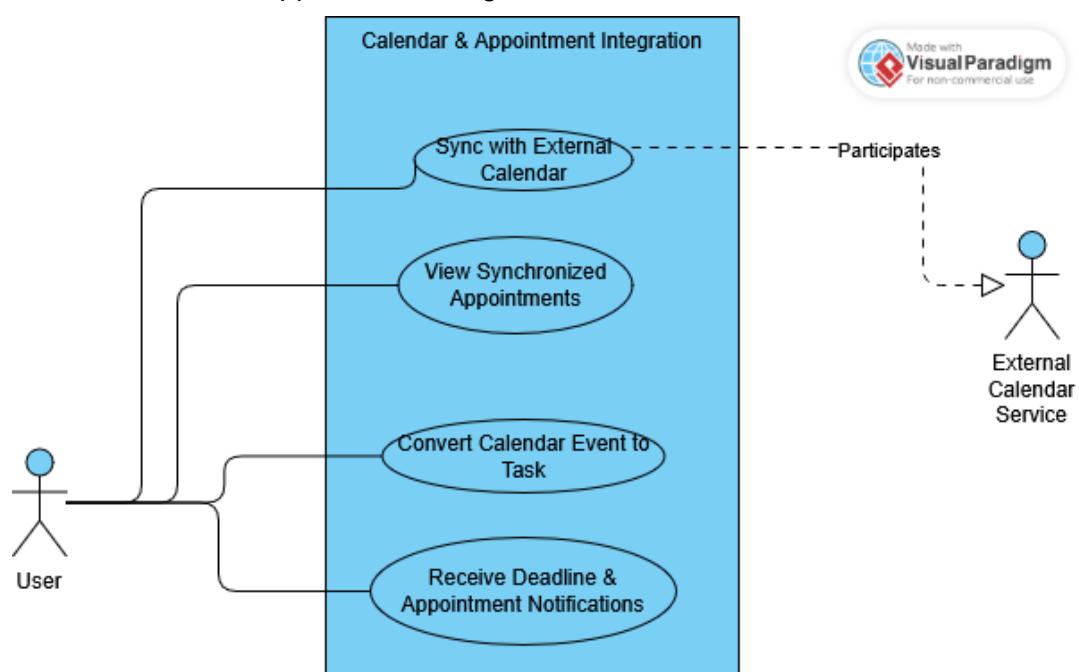
- Some she deletes as no longer relevant
- Others she reassigns to new mission areas
- A few she keeps but reclassifies with different priorities

The system displays a version history showing her original mission statement archived with a timestamp, allowing her to reflect on her personal growth journey.

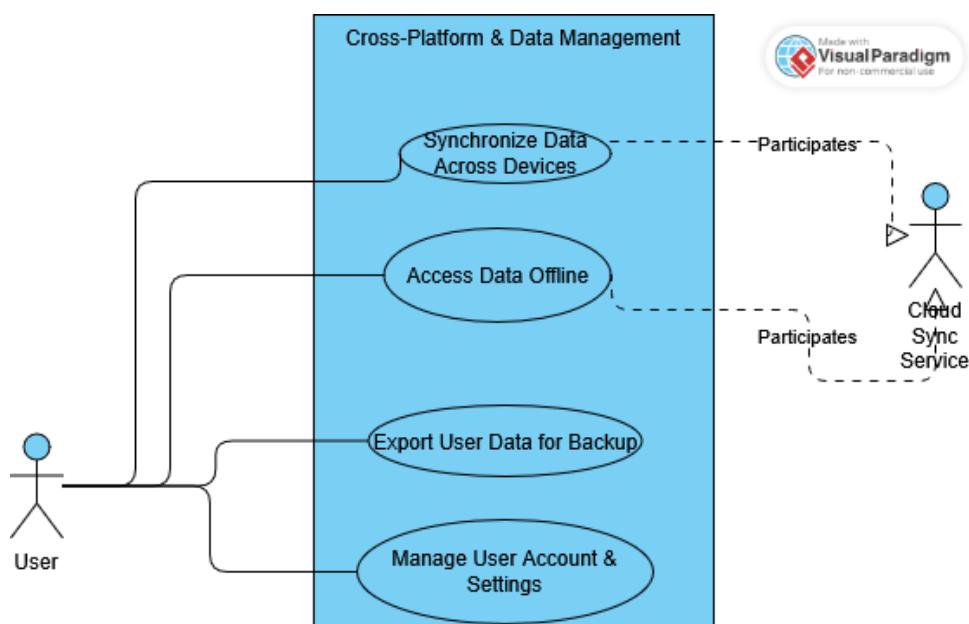
Outcome: Rachel successfully evolved her mission statement and realigned her task structure to reflect her new life direction, with historical mission versions preserved for reflection.

3.4.2 Use case model

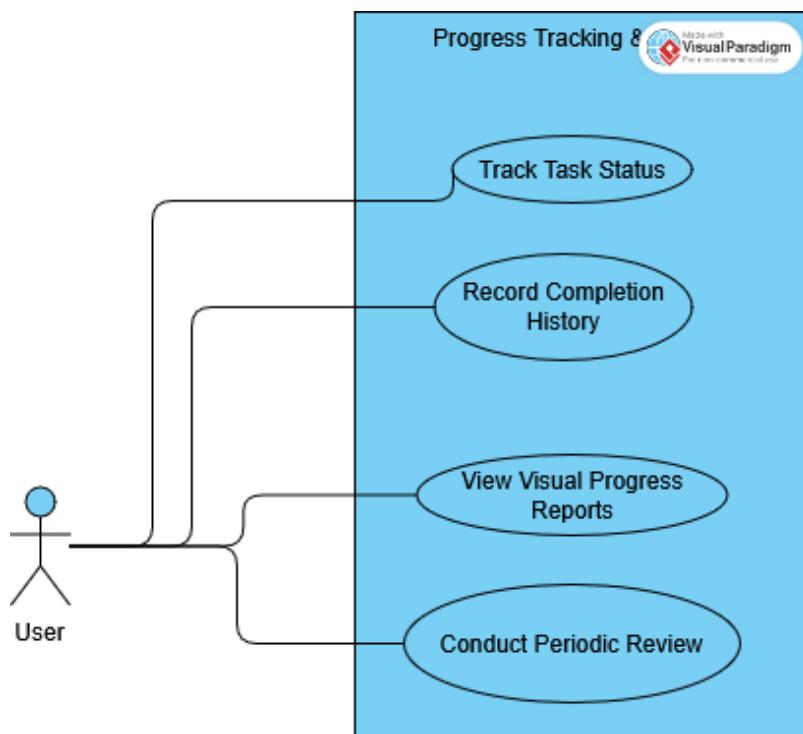
- Calendar – Appointment Integration



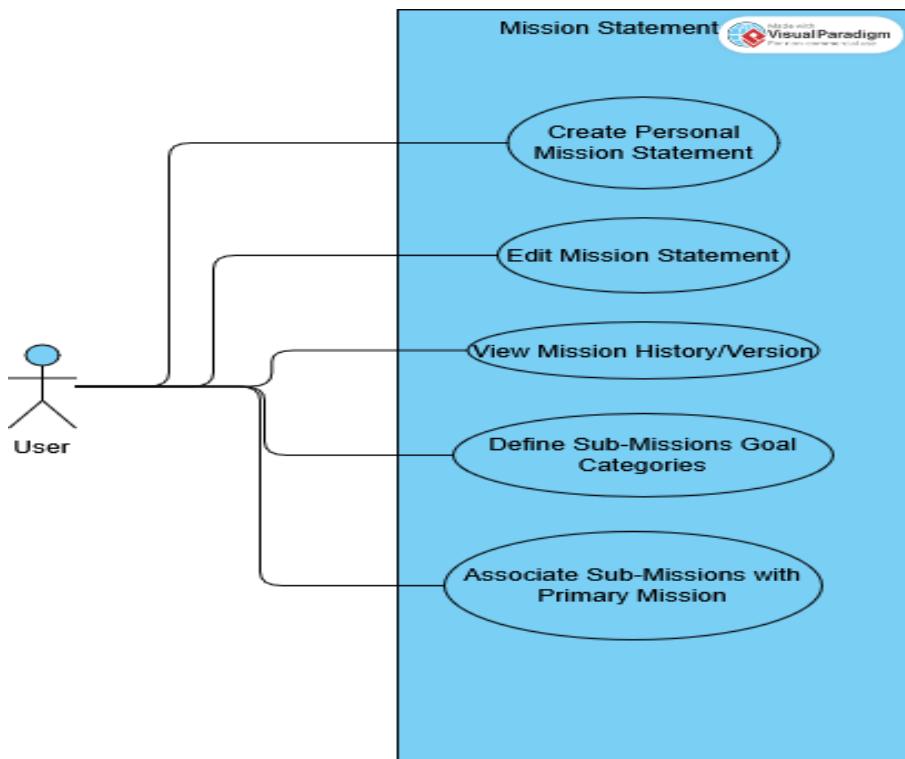
- Cross-Platform & Data Management



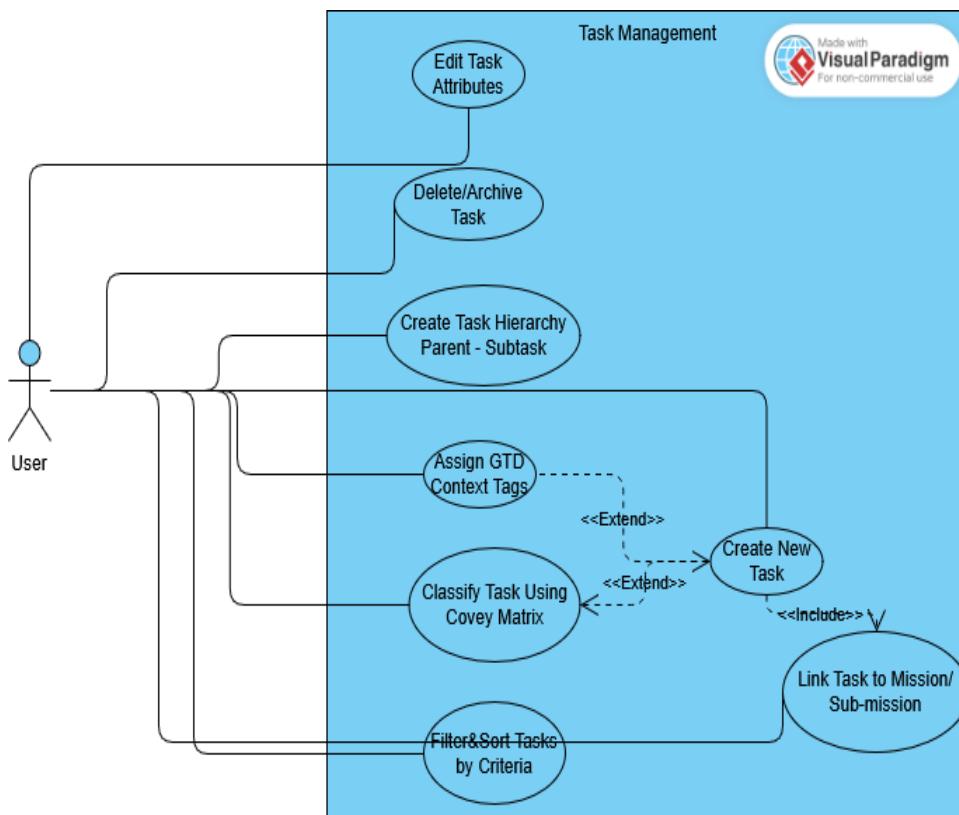
- Progress Tracking



- Mission Statement

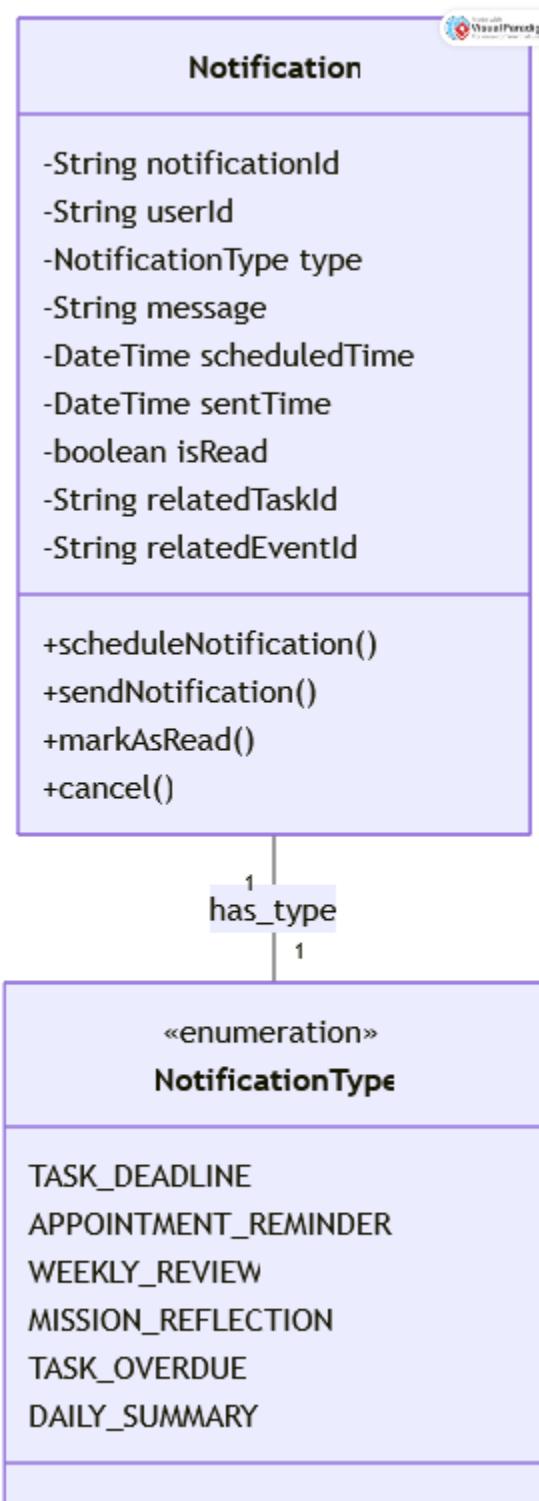


- Task Management



3.4.3 Object model

- Notification

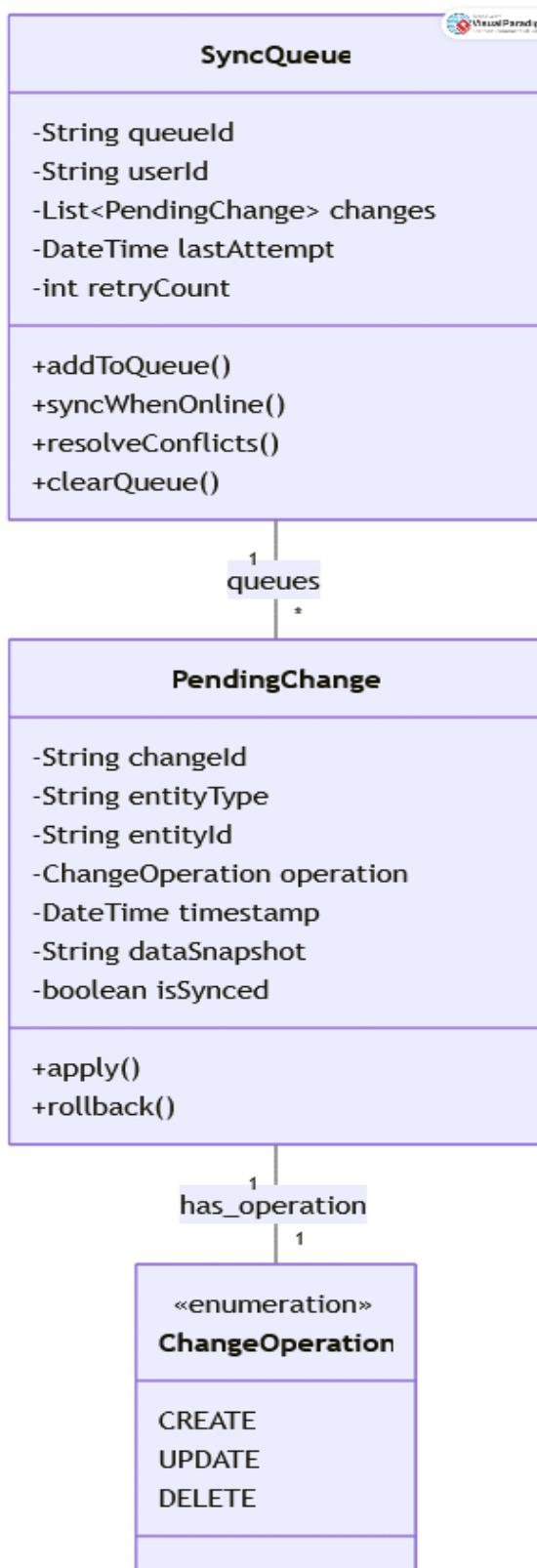




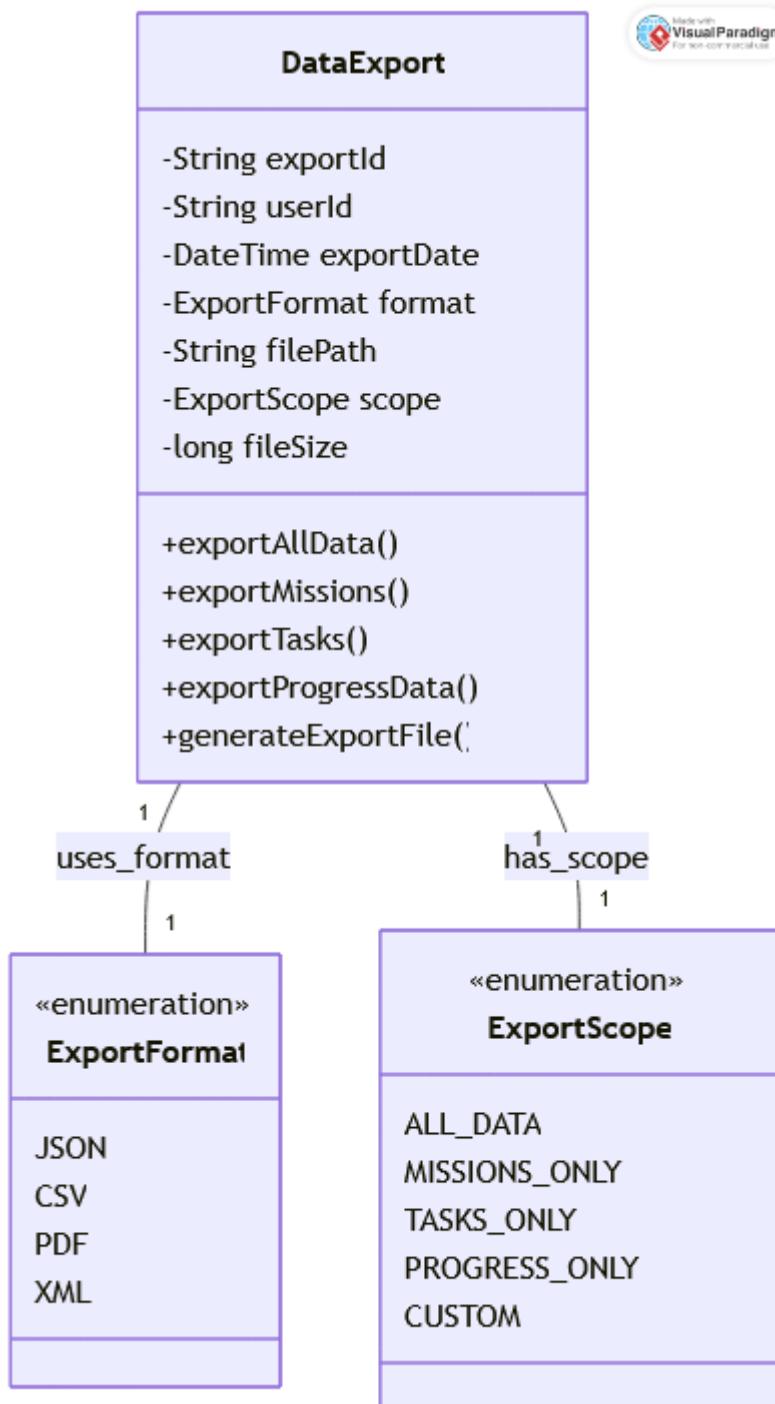
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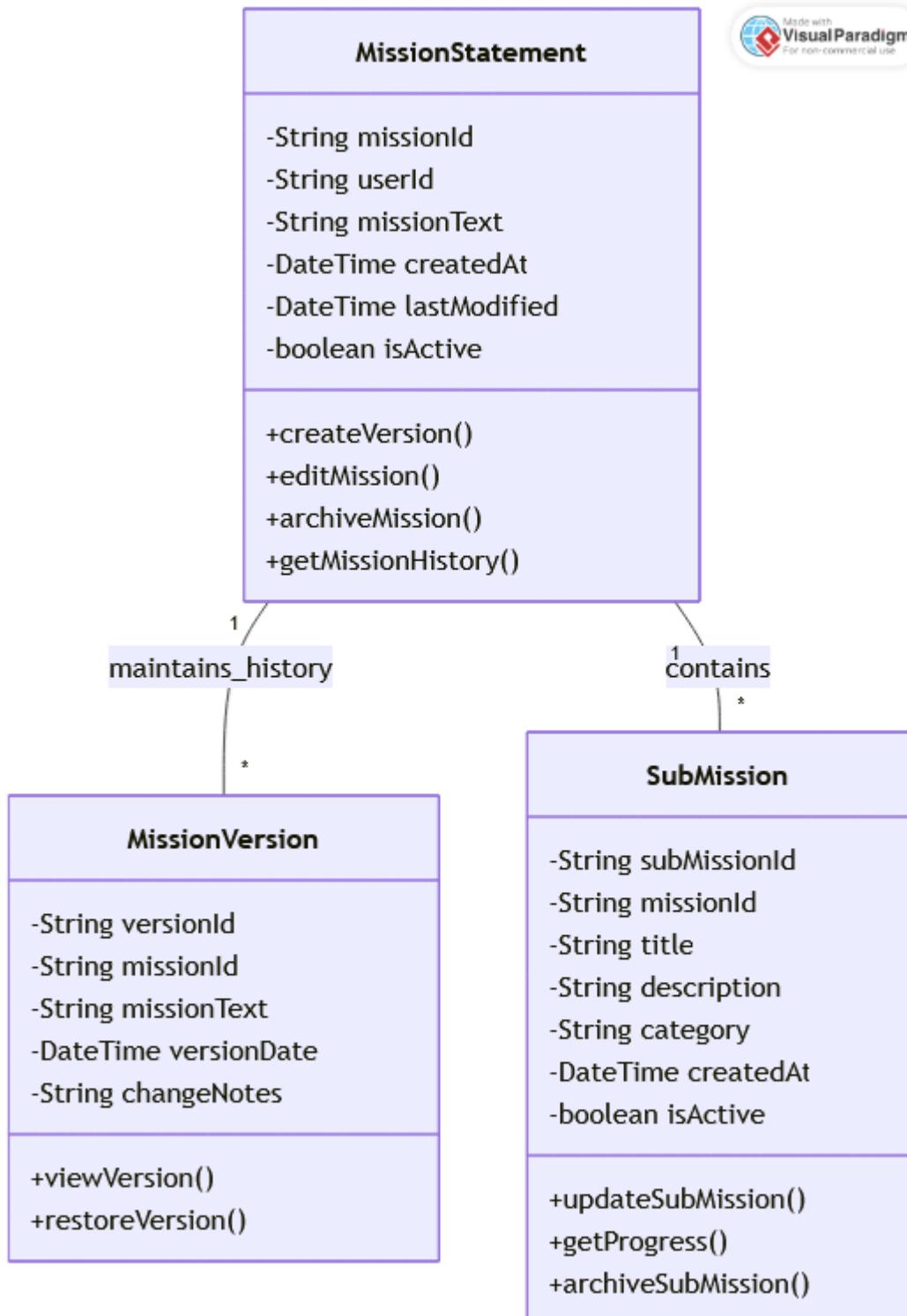
- Offline Sync



- Data Export



- Mission & Goal

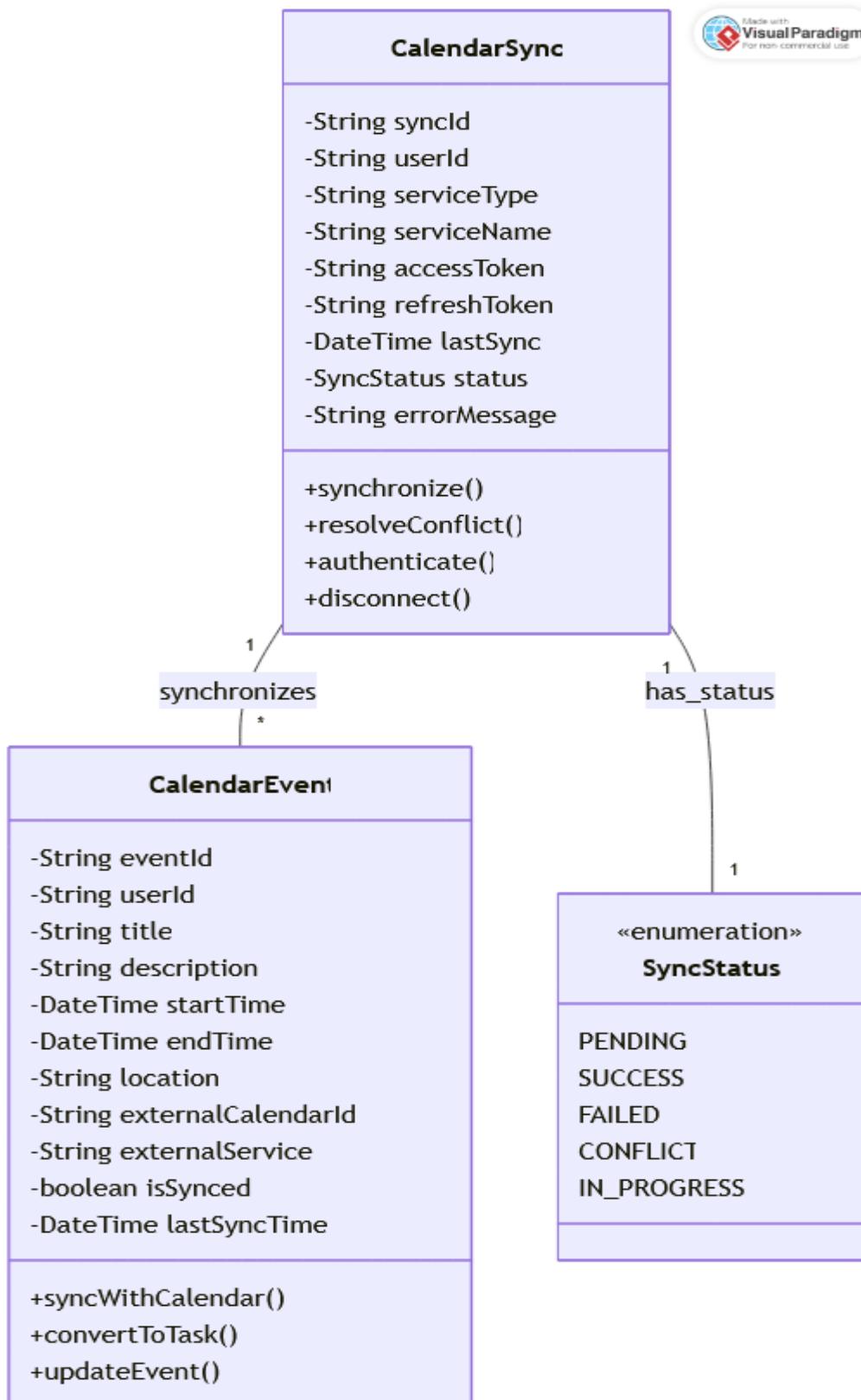




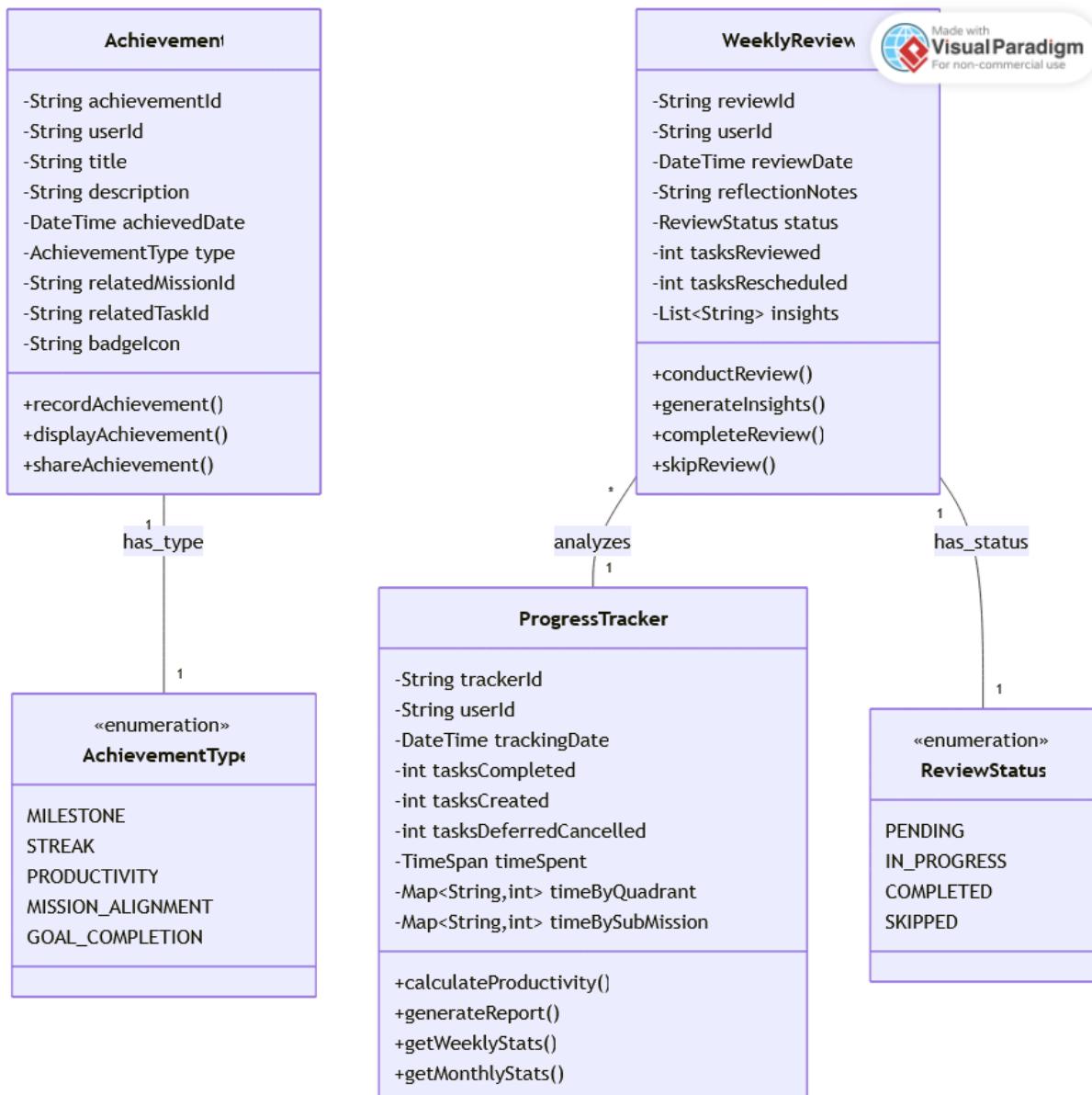
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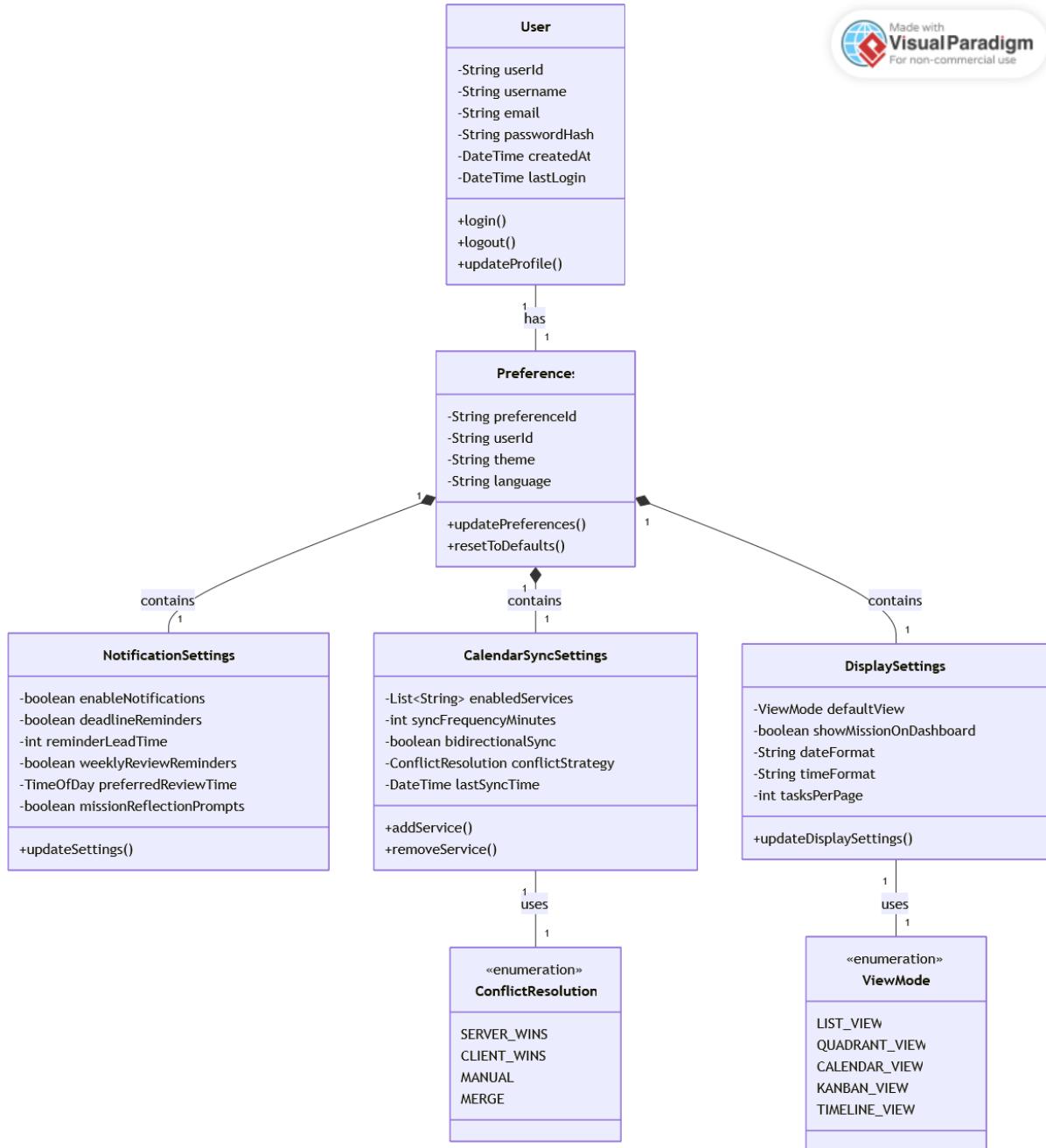
- Calendar Integration



- Analytics & Progress

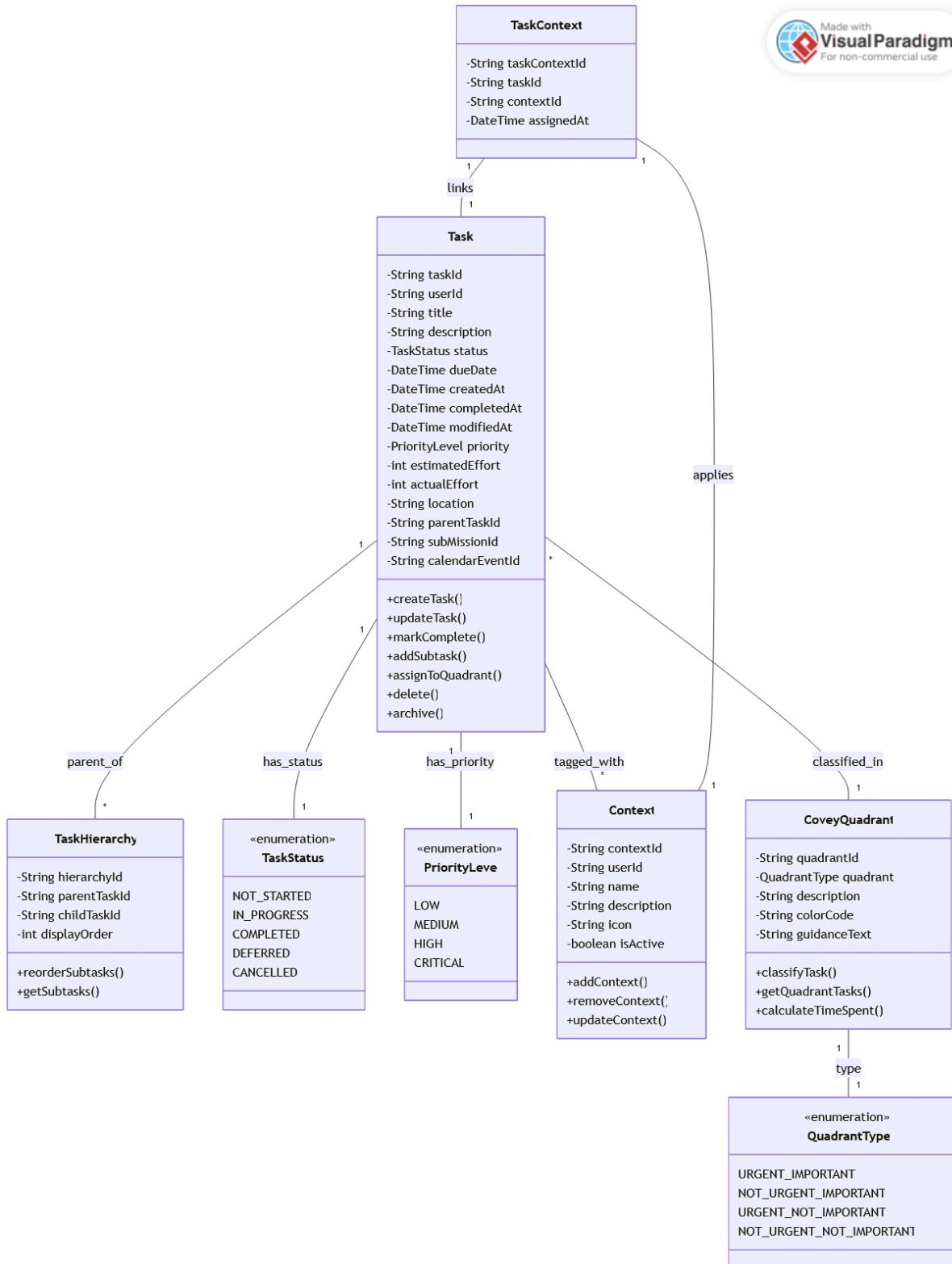


- User Management Module



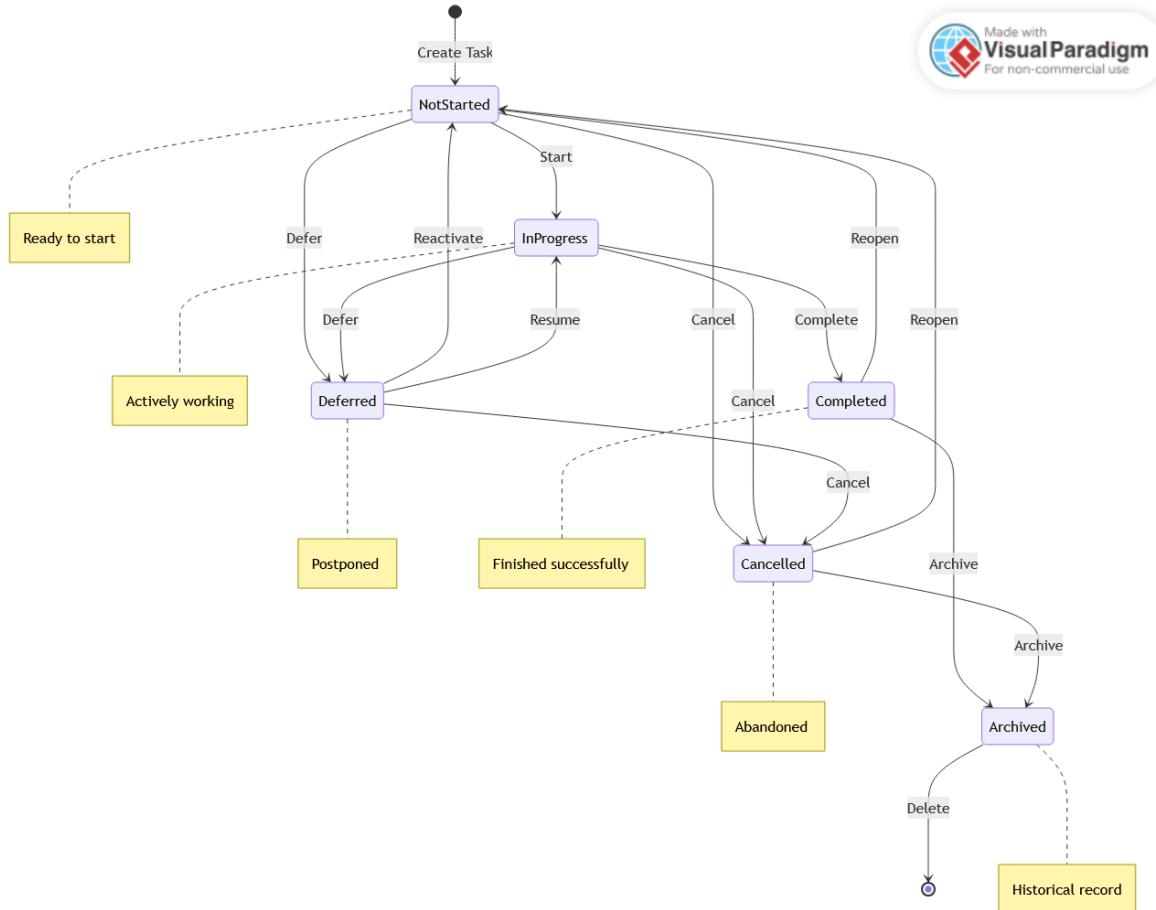
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- Task Management

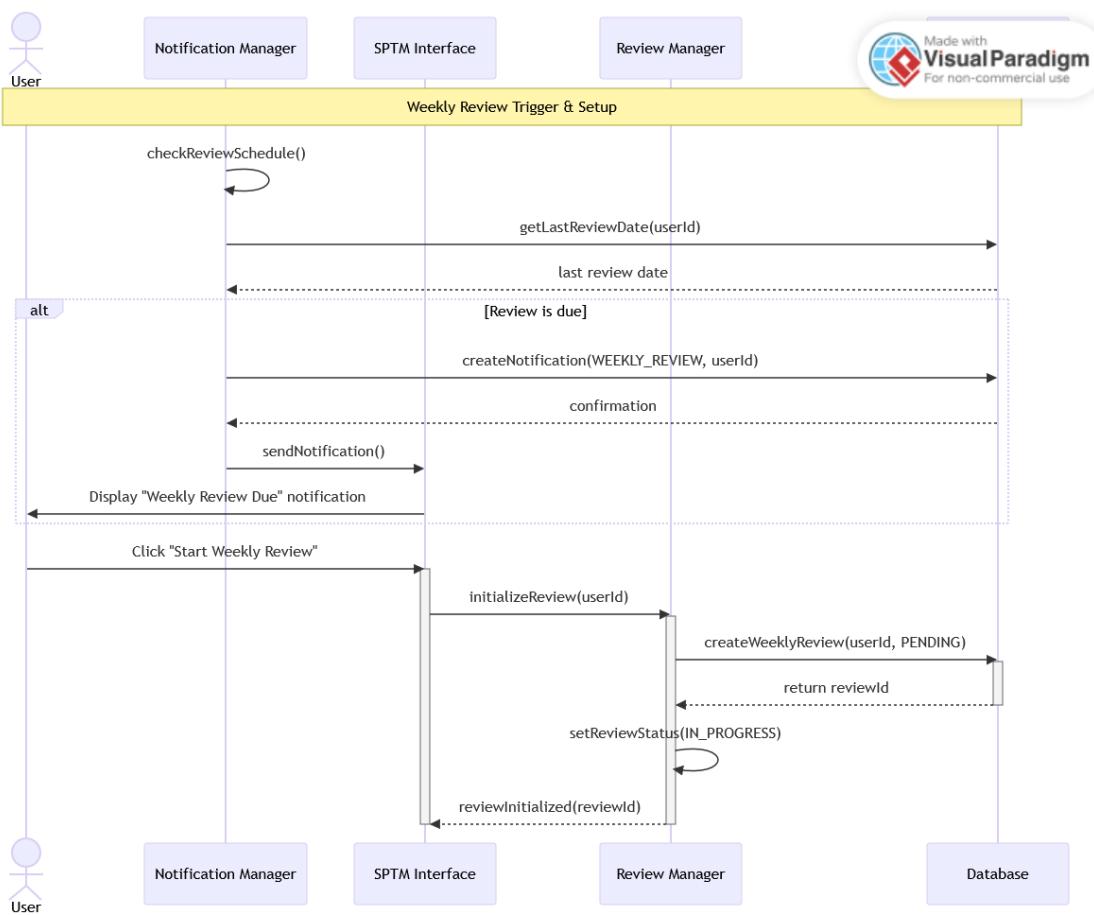


3.4.4 Dynamic model

- Task State Machine Diagram



- Weekly Review Process Sequence Diagram
 - 1. Trigger & Initialization

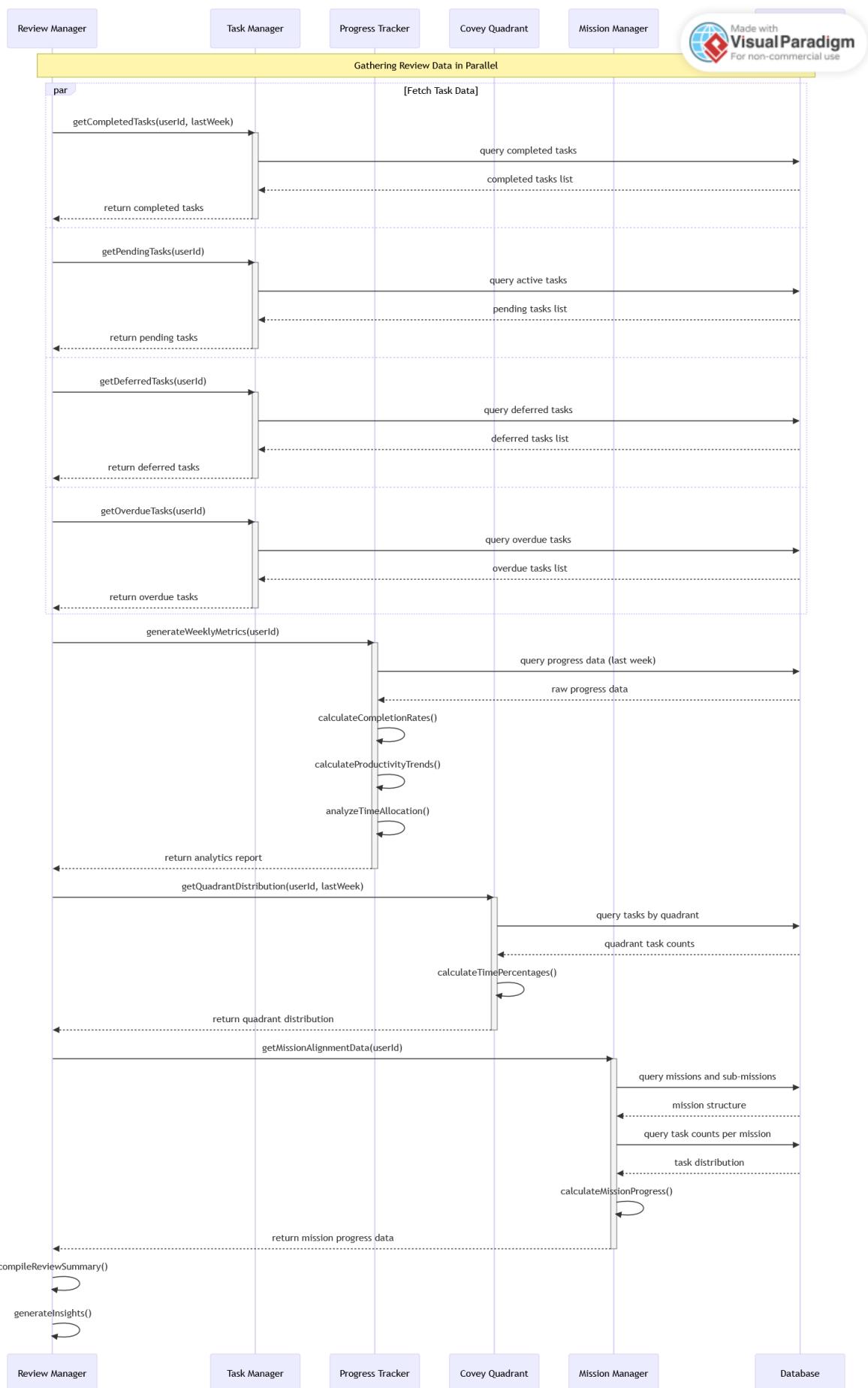


2. Data Collection

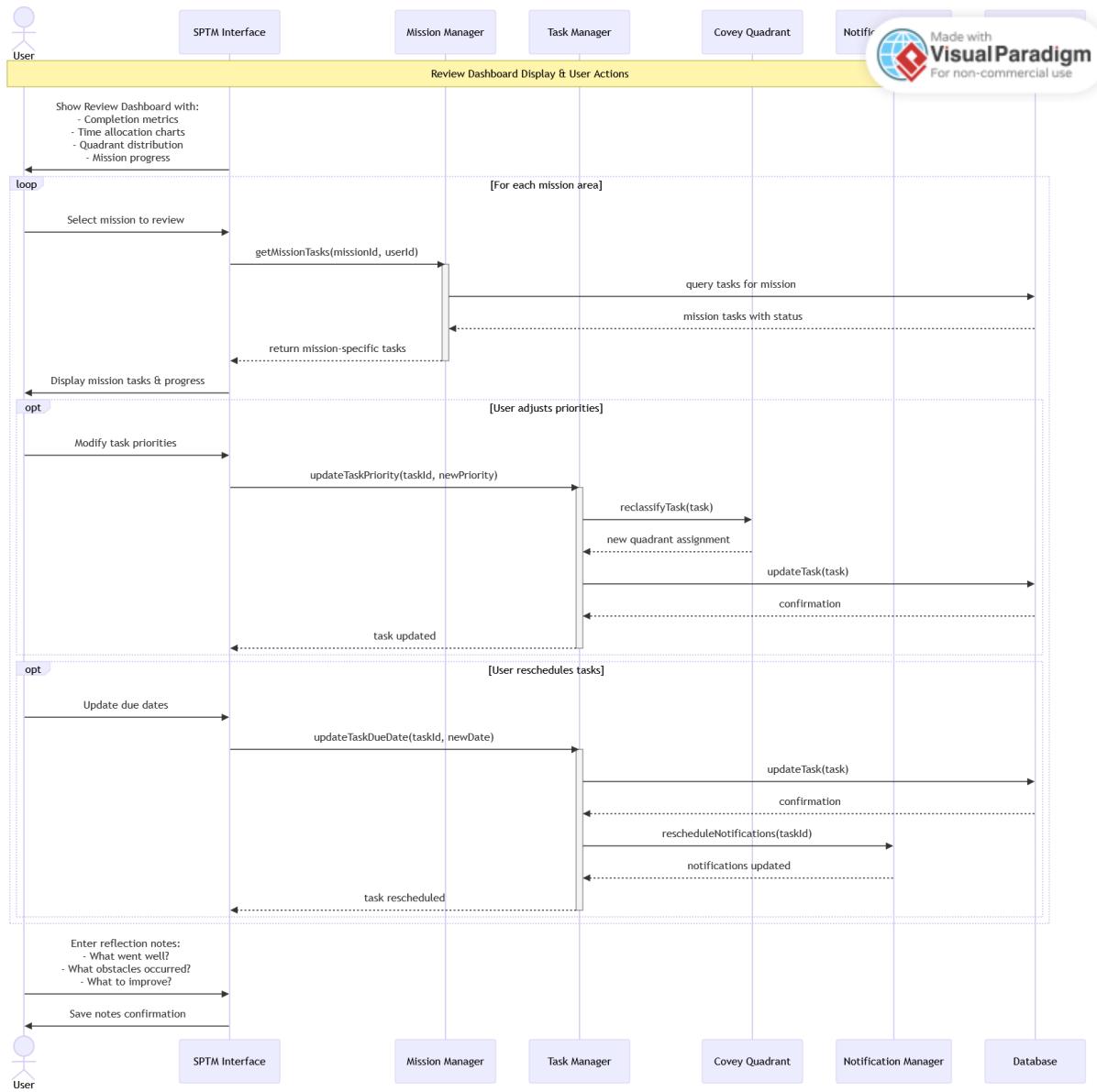


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3. User Interaction & Adjustments

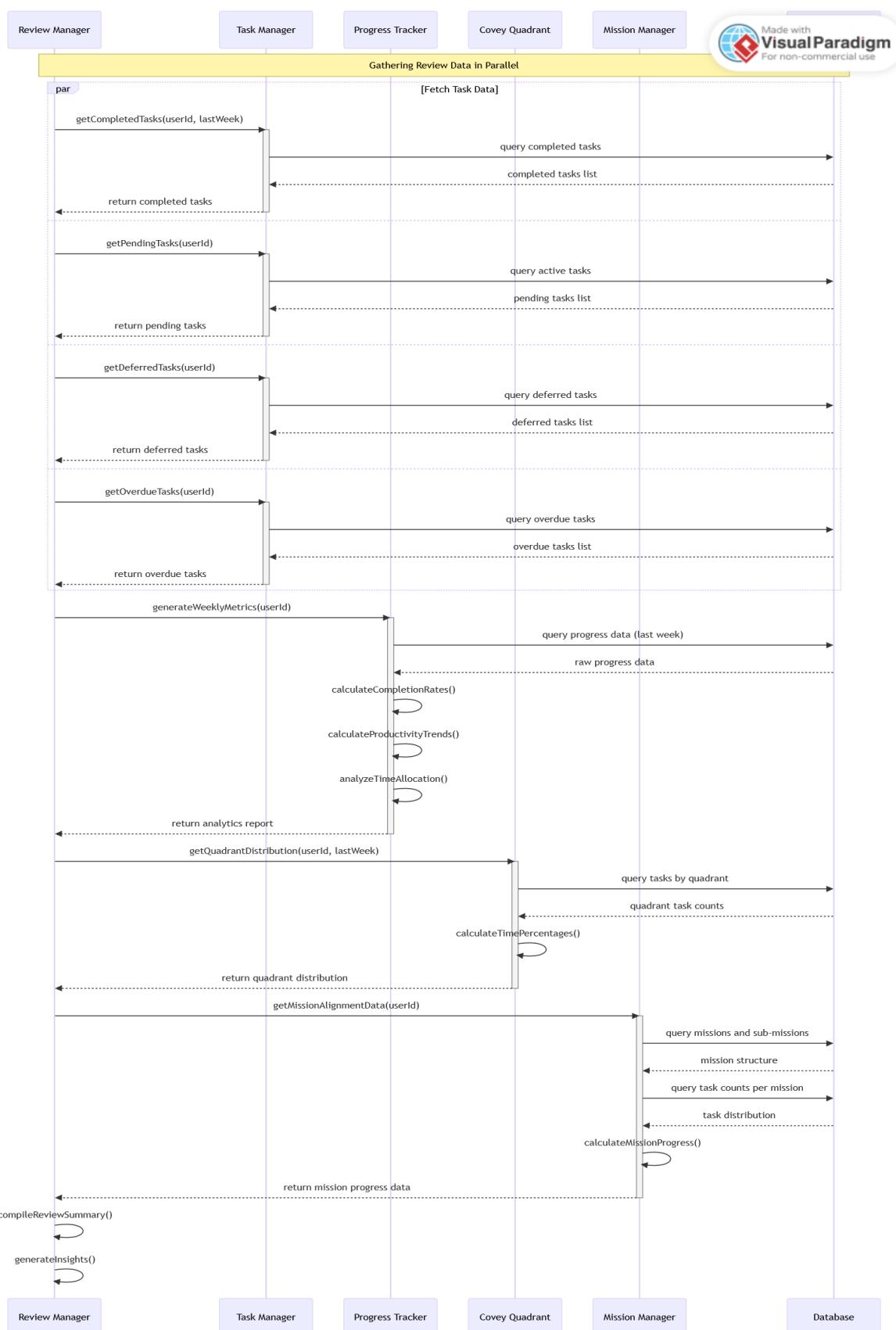




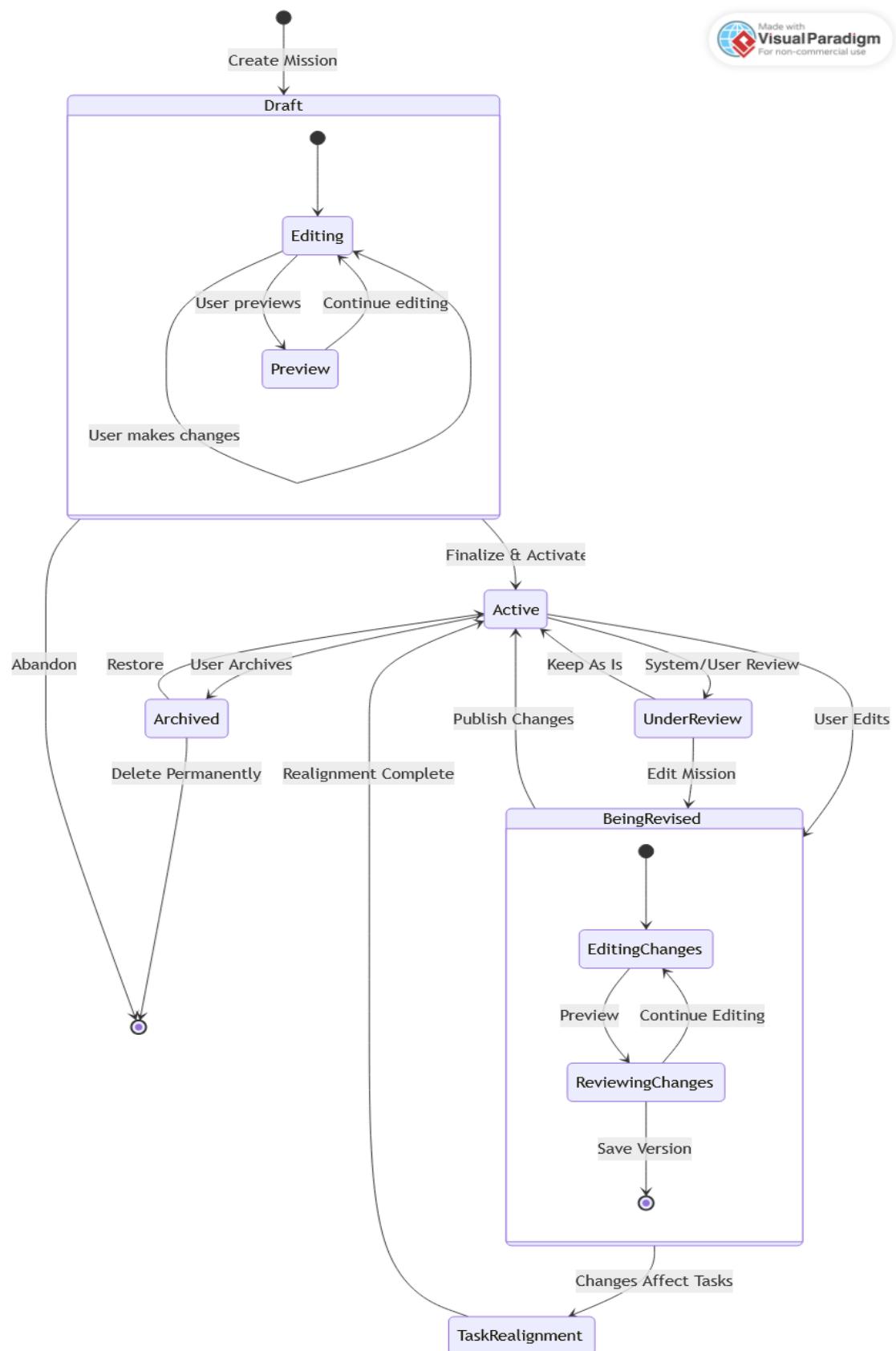
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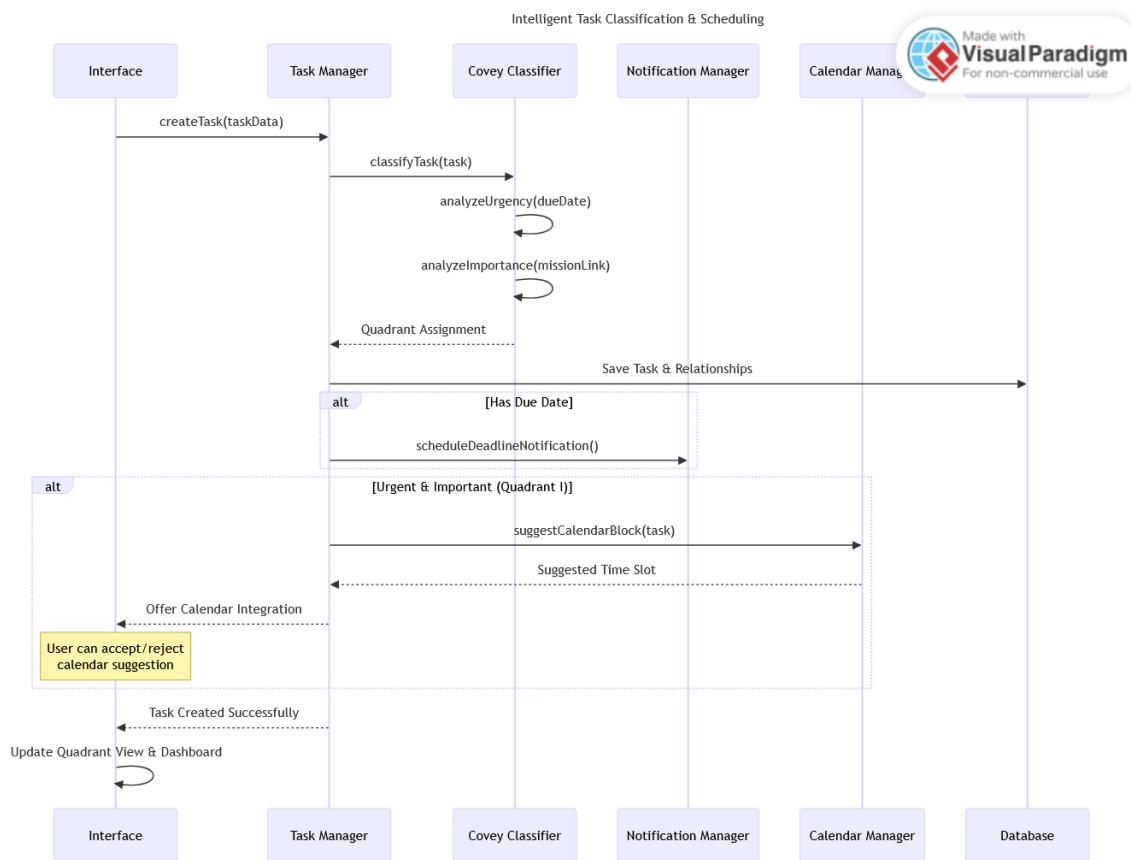
4. Completion & Achievements



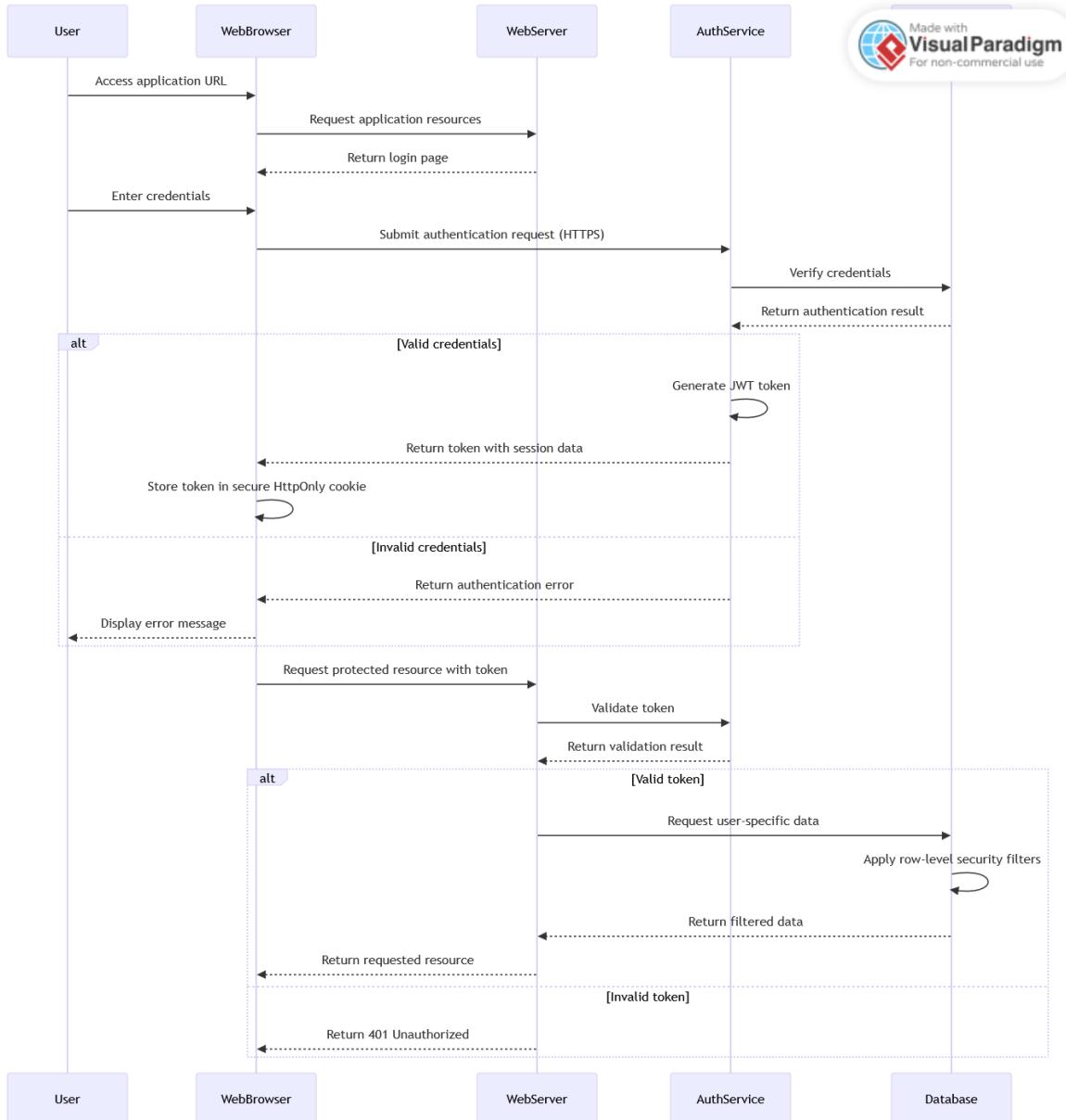
- Mission Statement Evaluation State Machine Diagram



- Task Creation with Mission Alignment Sequence Diagram



- Web App Authentication & Data Security Flow





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3.4.5 User interfaces and Mock-ups

The screenshot shows the SPM (Smart Personal Task Manager) application interface. At the top, there's a navigation bar with a search bar, 'Quick Add' button, and 'Add Task' button. Below the navigation is a 'Mission' section with a brief statement: 'Live intentionally by growing in research, health, and community.' Version v1.2 is mentioned. The 'Active Goals' section lists three items: 'Publish Q4 research preprint' (Nov 20), 'Sub-45 10K training' (Dec 10), and 'Host community workshop' (Nov 18). The 'Filters & Context' section includes filters for @home, @work, @phone, and @study, along with a tag filter for #research #health #community. The main workspace is divided into several sections: 'Today & Week' (a calendar view from Mon to Sun with tasks like 'Temp' and 'Investor meeting prep'), 'Upcoming' (a list of events like 'Submit preprint' and 'Group run'), 'Review & Achievements' (a summary of the week's completion and a badge for 'Preprint Milestone'), and a 'Priority Matrix (Eisenhower)' section showing tasks categorized by urgency and importance.

A. Mobile App

The mobile application interface consists of three screens:

- Create an Account:** A form with fields for Full Name, E-Mail, Phone, and Password. It includes a 'Register' button and a link for existing users.
- Login:** A screen with fields for E-Mail or Phone and Password. It features a 'Login' button, links for 'I don't have an account.' and 'Forgot password?', and a 'Resend' button for verification codes.
- Reset Password:** A screen for entering an E-Mail address to receive a password reset code. It includes a 'Send Code' button and a 'Forgot password?' link.



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4 Glossary of Terms

This section defines key terminology used throughout the Smart Personal Task Manager (SPTM) specification to ensure consistent interpretation and alignment with the client's conceptual model.

The diagram illustrates the conceptual model of the Smart Personal Task Manager (SPTM) application. It consists of four main components arranged in a grid:

- Create A Task**: A form for entering task details like Name, Due Date, Context, Urgency Level, and Notes.
- Settings**: Options for changing password, email, and profile picture.
- Task List**: A list of tasks with icons and context tags (@work, @school). Below it is a matrix for prioritization based on Urgency and Importance.

Urgent+Important	Urgent
Create Website Mockup	
Important	
Finish Homework	

- Profile**: Includes sections for Inbox, Today, Upcoming, and My Contexts, along with notification and settings icons.

Term	Definition
Smart Personal Task Manager (SPTM)	The system being developed; an application that links daily tasks with personal mission statements and prioritization frameworks.



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Term	Definition
Mission Statement	A written statement that expresses the user's core values, purpose, and long-term aspirations. Serves as the foundation for all goals and tasks.
Sub-Mission / Focus Area	A category or thematic goal area that branches from the main mission statement (e.g., Health, Career, Family). Used to organize tasks according to purpose.
Task	A user-defined actionable unit of work with optional attributes (title, description, due date, mission linkage, priority, context, etc.).
Task Hierarchy	A structural relationship where larger tasks (parent tasks) include smaller actionable components (subtasks).
Covey Time Management Matrix	A prioritization model grouping tasks based on urgency and importance (Quadrants I–IV).
GTD (Getting Things Done)	A task organization method created by David Allen using contexts, inbox capture, and periodic review cycles.
Context Tag	A GTD-style label indicating where or how a task is best performed (e.g., @home, @work, @phone).
Calendar Integration	The system feature that synchronizes appointments and deadlines with external calendar applications.
Progress Log / Achievement Log	A historical record of completed tasks, milestones, and time allocation insights.
Weekly Review	A structured reflection and planning session where the user evaluates progress and updates priorities.
Synchronization	The process of transferring updated task and mission data between the user's devices and/or cloud storage.
Offline Mode	The system's ability to operate without network connectivity, storing changes locally for later synchronization.

5 Traceability

This section provides traceability between the **Project Problem Statement** and the **Functional Requirements** defined in Section 3.2. Traceability ensures that each requirement is directly motivated by a need identified in the problem description.

Problem Statement Need (Source)	Requirement(s) Addressing the Need
Users require a way to define and maintain a personal mission statement that guides decision-making.	FR-1, FR-2, FR-3, FR-4, FR-5, FR-6
Users struggle to connect daily tasks to long-term goals.	FR-7, FR-10, FR-11, FR-13
Existing tools do not provide structured prioritization frameworks (Covey Matrix / GTD).	FR-11, FR-12, FR-21

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Problem Statement Need (Source)	Requirement(s) Addressing the Need
Task management is fragmented across multiple apps (tasks separate from mission).	FR-6, FR-7, FR-13
Calendar events and preparation tasks are not integrated, leading to missed planning opportunities.	FR-14, FR-15, FR-16, FR-17
Users lack meaningful feedback about progress and alignment with values.	FR-18, FR-19, FR-20, FR-21
Users need access across devices and seamless synchronization.	FR-22, FR-23, FR-24
Sensitive personal content must be kept private and secure.	FR-25 and all Legal nonfunctional requirements

Traceability Summary:

Each functional requirement originates directly from a specific limitation, gap, or objective described in the initial problem statement. The Smart Personal Task Manager therefore maintains a clear alignment between user needs and system behavior.

6 Priority

6.1 High Priority Requirements

The following requirements are considered high priority as they directly support the core purpose of the Smart Personal Task Manager: connecting daily tasks with personal mission statements and implementing structured prioritization frameworks.

Mission & Goal Management

- **FR-1:** Create personal mission statement (essential foundation)
- **FR-2:** Edit and revise mission statement (supports evolving personal goals)
- **FR-4:** Define subordinate mission areas (enables hierarchical goal structure)
- **FR-5:** Associate sub-missions with primary mission (creates meaningful connections)
- **FR-6:** Display mission statement at relevant points (maintains focus on purpose)

Task Management

- **FR-7:** Create tasks with mission linkage (core functionality)
- **FR-8:** Modify task attributes (essential maintenance capability)
- **FR-10:** Organize tasks into hierarchical structures (supports complex goal breakdown)
- **FR-11:** Classify tasks using Covey Matrix (implements key prioritization methodology)
- **FR-12:** Assign GTD context tags (implements GTD methodology)
- **FR-13:** Basic filtering by mission and priority (essential navigation capability)

Progress Tracking

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- **FR-18:** Track task status (measures alignment with mission)
 - **FR-19:** Record completion history (enables reflection)
 - **FR-21:** Provide periodic review prompts (implements GTD review cycle)
- System Essentials**
- **FR-25:** Ensure secure storage of user data (protects sensitive personal information)

6.2 Low Priority Requirements

The following requirements, while valuable, can be deferred to later releases as they support secondary functionality or enhanced user experience rather than the core mission-task alignment purpose.

Calendar Integration

- **FR-14:** Synchronize with external calendar services (convenience feature)
- **FR-15:** View synchronized appointments (dependent on synchronization)
- **FR-16:** Convert calendar events to tasks (enhancement to core functionality)
- **FR-17:** Notifications for appointments (convenience feature)

Enhanced Progress Tracking

- **FR-20:** Generate visual progress reports (enhancement to basic tracking)
- **FR-3:** Maintain version history of mission statements (nice-to-have historical data)

Cross-Platform & Data Management

- **FR-23:** Synchronize data across devices (convenience for multi-device users)
- **FR-24:** Offline access capabilities (edge case handling)

6.3 Rationale

The prioritization follows the core philosophy of the Smart Personal Task Manager: to align daily actions with personal mission and values. Requirements that directly enable this alignment are prioritized highest. Features that enhance usability or provide convenience (like calendar synchronization) are valuable but secondary to the primary purpose of mission-driven task management.