

# Task Management System

- The Task Management System (TMS) is a sophisticated, centralized platform to optimize task management processes, enhance streamline approval workflows. By addressing challenges such as limited visibility and inefficient communication, TMS ensures timely task delivery and helps in effective collaboration among teams.

## Purpose

- Enable task plan submission and management.
- Streamline manager review and approvals.
- Provide real-time task visibility and analytics.
- Support data-driven incisive decisions.

## Key Objectives

- Real-time task and team performance visibility.
- Efficient task and approval workflows.
- Enhanced communication via notifications.
- Secure role-based access.
- Actionable insights via reports/dashboards.

## System Capabilities

- Real-time task tracking with visuals.
- Structured approval workflows.
- Automated alerts for actions/deadlines.
- Secure, scalable system with role-based access.



## Core Functionalities

### 1. Task Management

- Create and assign tasks with specific parameters.
- Monitor task progress with status indicators and milestones.
- Manage task lifecycle from creation to completion, with archiving.

### 2. Action Plan Management

- Employees submit daily task plans with timelines.
- Track plan statuses (e.g., Started, In Progress, Completed, Under Approval).
- Managers review, approve, or reject plans with feedback.

### 3. Approval Workflows

- Employees submit task completion requests.
- Managers review requests, approving or rejecting with comments.
- Automated notifications for pending actions and updates.

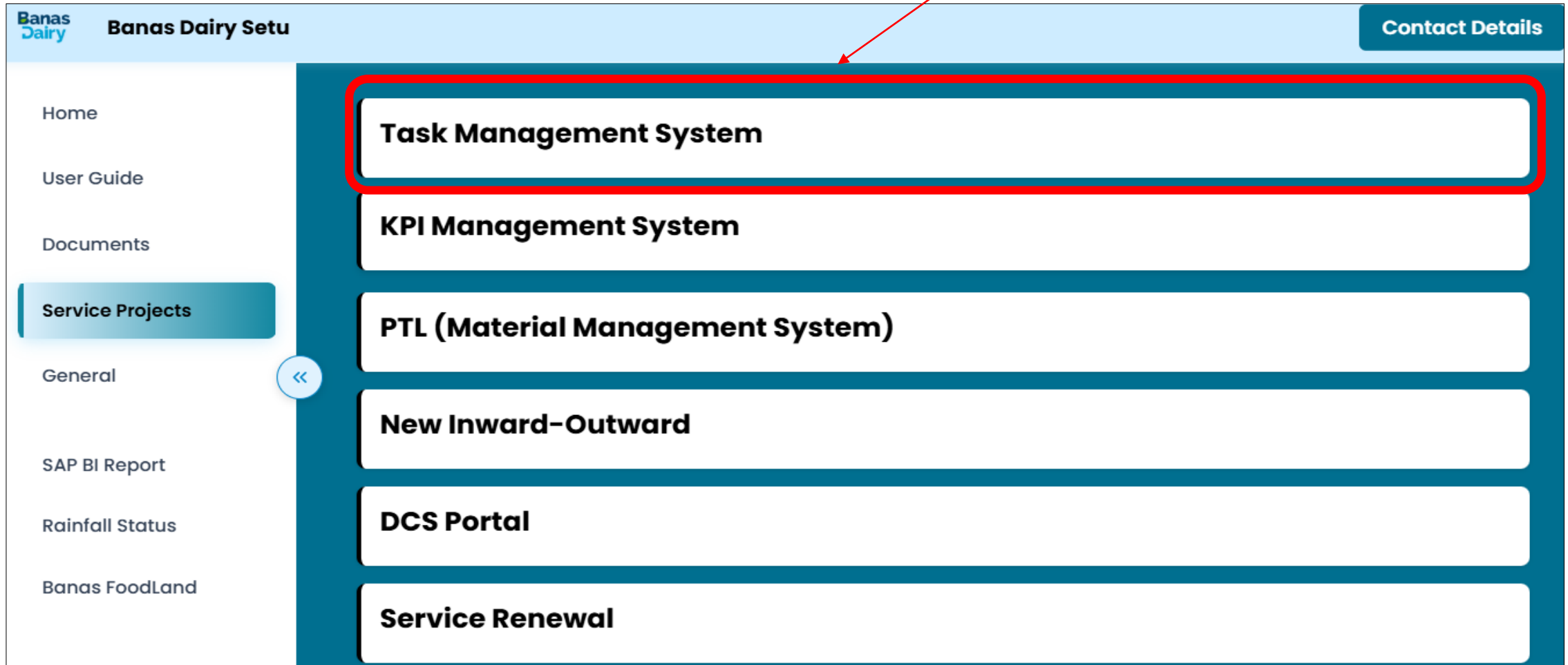
### 4. Reporting and Analytics

- Generate reports on task progress, team, and individual performance.
- Export data in PDF, CSV, or Excel formats.
- Role-specific dashboards with key metrics.

## Benefits

Managers can easily review with less paperwork, clear team reports, and quick fixes for delays. Employees get clear tasks for better focus, visible recognition of their work, and fast, helpful feedback.

1. Open Banas Setu and in Service Projects click on this to open the Login Portal of Task management System



2. Open web browser and type the following IP- [10.40.0.33:3002](http://10.40.0.33:3002) in the address bar and press enter key to redirect to the login portal of Task Management System.

## Task Management System

Sign in to your account

**Employee Code**

**Password**

**Sign in**

Don't have an account?

**Register**

## Create Account

Register for Task Management System

**Employee Code**

**Full Name**

**Department**

**Department Code**

**Role**

**Password**

**Confirm Password**

**Create Account**

Already have an account?

**Sign in**

This is the Login/Register page where employees can securely sign in or create an account (if they are new users) to access the main platform.

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Task Management System

🕒

👤 Kalpesh F Chaudhary  
Manager

Dashboard

Projects

+ Create Project

🕒 Review Projects

📄 Review Action Plans

📊 Reports

Welcome back, Kalpesh F Chaudhary!

Here's the current pulse of your Tasks.

+ Create Project

📁

Total Projects

5

View all →

📈

Active Projects

3

View all →

✅

Completed Projects

2

View all →

⚠️

Pending for Approval

0

View all →

❌

Delayed Projects

0

View all →

Recent Team Updates

View all →

Abhilash Kannan

Approved

Banas Quiz Module Development

Completed the Banas Quiz Master Project and Added features such as Real Time Leaderboard.

📅 11/3/2025, 5:18:15 PM

Tanmay Somkuwar

Approved

PTL for Material Digital records

Created and deployed the PTL project aimed at digitalizing the manual process of the delivery of products to various departments. Enhanced the current process by adding a security level of OTP based verification. Also, created a user guide for the employees who are new to this portal.

📅 11/3/2025, 5:13:11 PM

In this Dashboard section, Managers can view the status of all Projects and access detailed action plans.

Task Management System

Kalpesh F Chaudhary  
Manager

PROJECT	STATUS	TIMELINE	TEAM	ACTIONS
Milk Ravangi Digitalization, FAT,SNF,Temp,Qty Milk Ravangi Digitalization, FAT,SNF,Temp,Qty	Completed	Mar 10 - Nov 03, 2025	1	<button>View</button> <button>Assign</button> <button></button>
CanDo Digitalization CanDo Digitalization	Active	Jun 02 - Nov 30, 2025	1	<button>View</button> <button>Assign</button> <button></button>
AI & ML Dashboard development Design, Development, Implementation, Hosting a...	Active	Oct 06 - Feb 19, 2026	1	<button>View</button> <button>Assign</button> <button></button>
PTL for Material Digital records PTL for Material Digital records	Completed	Sep 01 - Nov 06, 2025	1	<button>View</button> <button>Assign</button> <button></button>
Banas Quiz Module Development Banas Quiz Module Development	Active	Sep 15 - Nov 03, 2025	1	<button>View</button> <button>Assign</button> <button></button>

In this section, Managers can view and manage all projects they have created.

Managers can assign employees to a particular project from the dropdown.

Task Management System

Kalpesh F Chaudhary  
Manager

Dashboard

Projects

Create Project

Review Projects

Review Action Plans

Reports

Assign Employee

Select Employee

Choose an employee

Assign Employee

Assigned Employees

T Tejas Purohit

Back to Projects

These fields will fill in automatically based on the user's department.

**Task Management System**

Kalpesh F Chaudhary  
Manager

**Dept Code**  
12

**Department**  
Systems

**OSTA No**  
Enter OSTA No

**Name of OSTA**  
Select OSTA Name  
[+ Add New OSTA](#)

**FSTA Name**  
Select FSTA Name  
[+ Add New FSTA](#)

**Project Name**  
Enter project name

**Product Requirements Document (PRD)**  
[Upload File](#)  
Upload PRD file (PDF, Word, Excel, Text, or Image files up to 10MB)

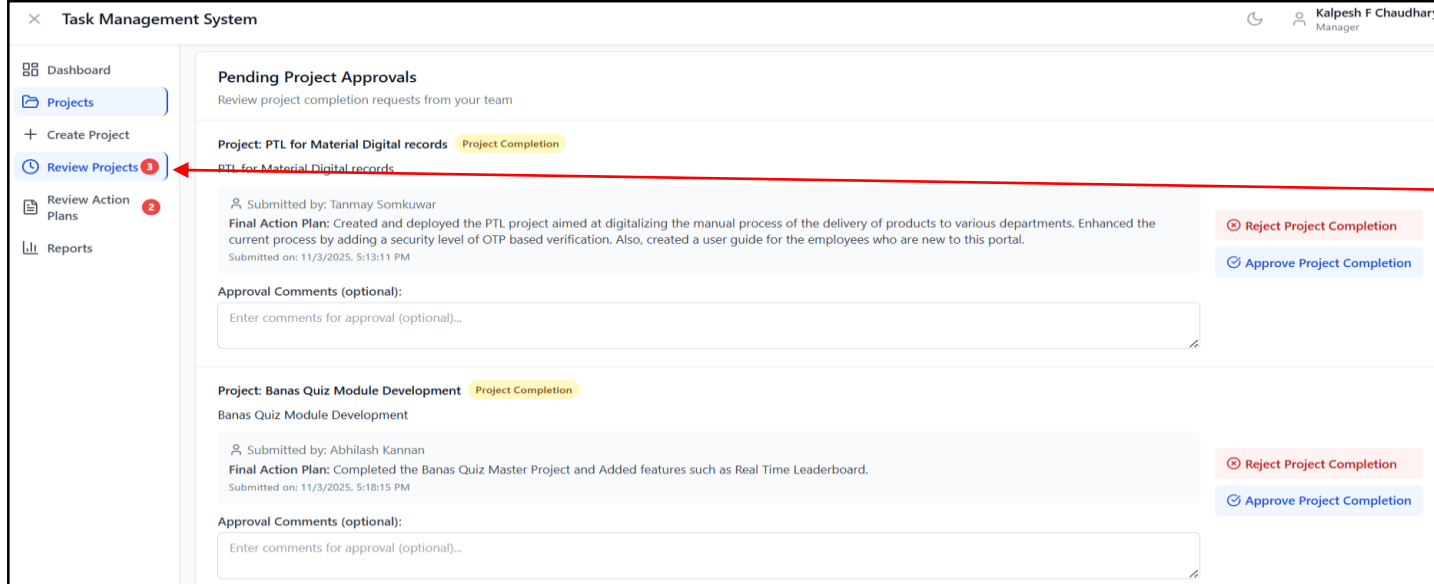
**Description**  
Enter project description

**Start Date**  
dd-mm-yyyy

**End Date**  
dd-mm-yyyy

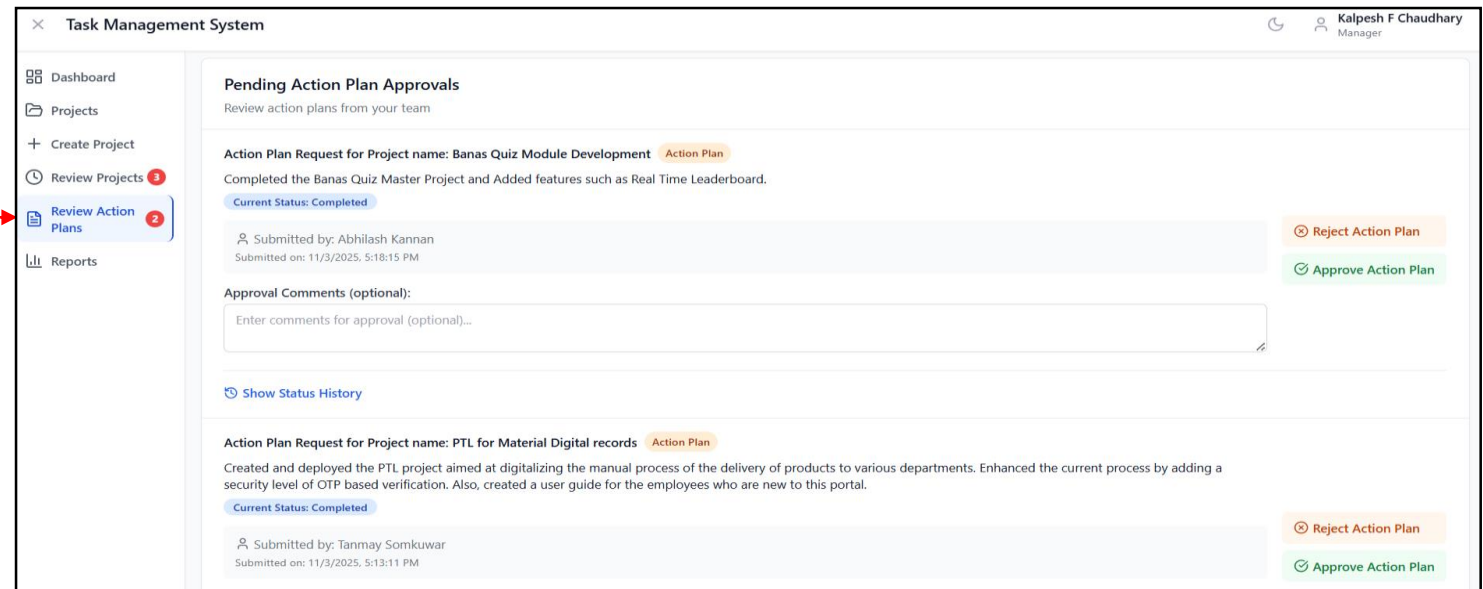
[Cancel](#) [Create Project](#)

In this section, managers can initiate new projects aligned with OSTA and FSTA frameworks, including detailed descriptions and set deadlines for each project.

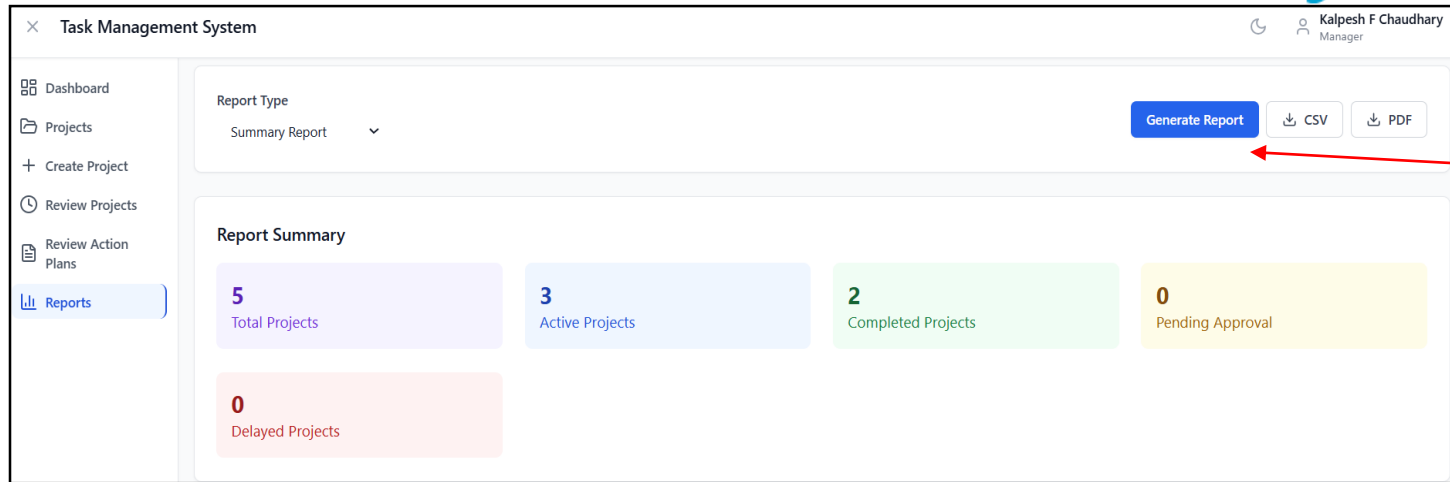


In this Section, Managers can review Project approvals submitted by employees.

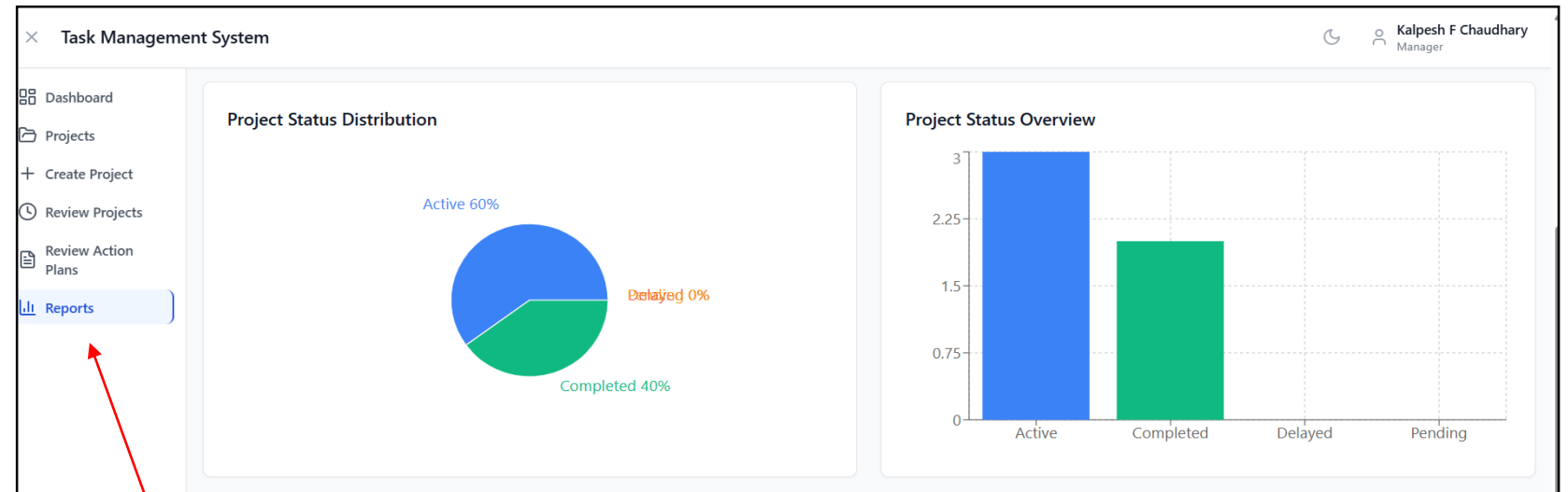
In this Section, Managers can review Action plans submitted by employees.



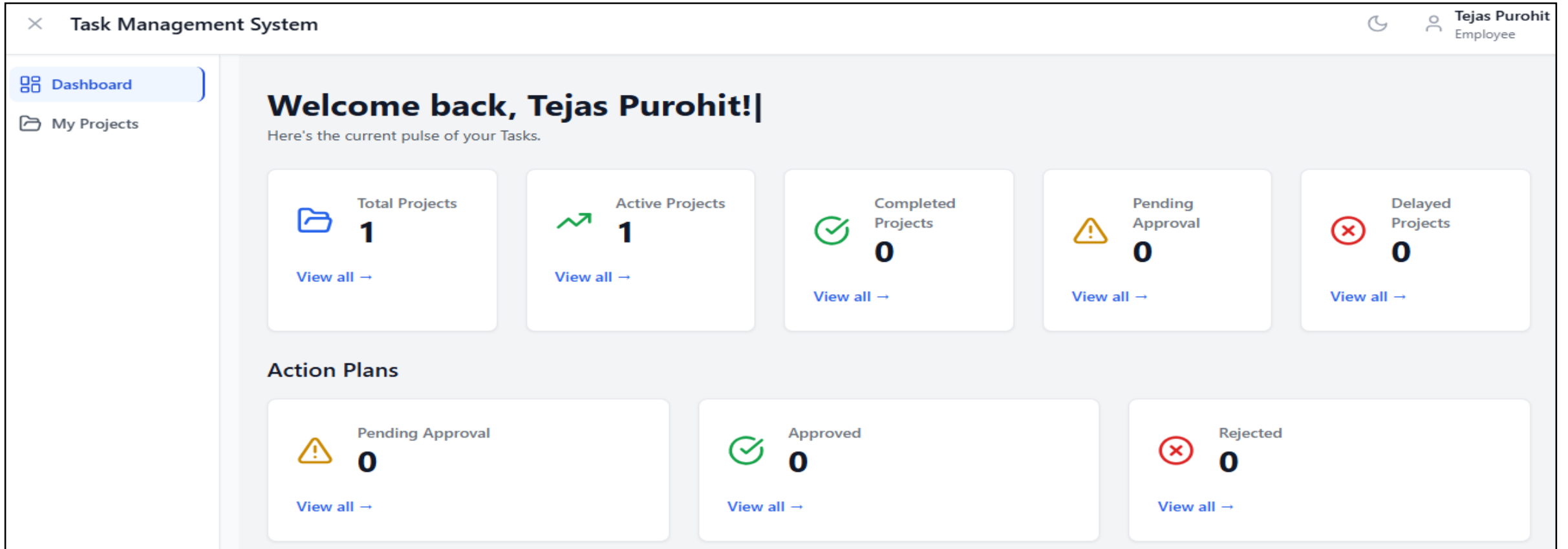




By Clicking in the Generate report the Reports Summary will be Generated



In this Section, Managers can view project reports, analyze bar charts, and download summaries for all projects or individual projects in PDF and Excel format.



This is the Employee Dashboard, where employees can view all projects assigned to them, access detailed project information, and review the action plans they have submitted for each specific project.

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Task Management System

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Tejas Purohit

Employee

Dashboard

My Projects

Date

03-11-2025

Action Plan

Write an Action plan you have taken for this particular Project.

Action Plan Status

Completed

Action Plan Submission

Cancel

✓ Submit Action Plan for Review

➤ Request Project Completion

In this section, team members can submit action plans for their assigned projects and request project completion approval, which will be reviewed and authorized by the manager.

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Task Management System

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Tejas Purohit

Employee

🗂️

Dashboard

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My Projects

Project Information

Description

Design, Development, Implementation, Hosting and Maintenance of AI & ML based (both NLP & Voice) dynamic decision system for demand and forecasting transformation of Banas Dairy

Status

Active

Timeline

📅 Oct 06, 2025 -Feb 19, 2026

Team Members

👤 Tejas Purohit

Created By

Kalpesh F Chaudhary

Your Contributions

DATE	ACTION PLAN	ACTION PLAN STATUS	STATUS	ACTIONS
03/11/2025	Write an Action Plan You have taken for this particular Project.	Completed	Approved	<div>✍️ Edit</div> <div>🗑️ Delete</div>

In this Section, employees can view all project details assigned to them, as well as the action plans they have submitted and their approval or rejection status.