Features to add to the performance management system

1. anybody can add a task.

2. change from dd/mm/yyyy

3. change title to assignment.

4. it should be followed by client name and then client code.

5. it should be followed by assignment type which is a dropdown

6. dropdowns should be tied to a department that is a department should not view

another departments assignments.

7. team leader to be one of the fields.

8. one can view his/her tasks and also the teams tasks.

9. assign to should be an input in the create task.

10. there should be sub tasks

11. sub tasks can be independently assigned.

12. an assignment can be rated.

Status

1. Planned – to accept

2. in progress – on going.

3. completed

4. approved

5. return for revision.

Important dates

1. due date.

2. revised due date.

3. starting date.

4. accepted date.

5. completed date.

Privileges

organizational leader

1. approves team delete.

2. approve team create.

3. approve team leader transfer.

4. approve team leader remove.

5. approve team leader for new team.

Business head

1. create team (approved by ol)

2. request team delete.(approved by ol).

3. assign team leader. (approved by ol)

4. delete team (approved by ol).

5. transfer team leader (approved by ol)

6. approve team member addition (approved by ol)

7. approve team member transfer (approved by ol).

8. approve task delete.

Team leader

1. add team member (approved by bh)

2. remove team member (approved by bh)

3. transfer team member (approved by bh)

4. create task

5. delete task (approved by bh)

6. approve revised due date

7. approve task completion

8. approve return for revision.

9. return for revision with revised due date.

10. rate completed task.

11. transfer task.

12 approve edit task by team member.

Team member

1. create and assign task (approved by tl)

2. transfer task (approved by tl).

3. submit for completion (approved by tl)

4. revised due date(approved by tl)

5. edit task.