**Introduction**

To keep an eye on assigned tasks, is one of the vital part of organizational management. DCO is the administrator of this management system, who will initiate and assign tasks to its sub-ordinates (EDOs/ACs/TMOs). This management system will update the administrator and sub-ordinates on every steps by sending them emails and notifications.

**Admin Roles and Responsibilities**

This application will help administrator to perform following activities:

* Admin will add subordinators.
* Admin will assign tasks to his subordinator, and attach documents if required.
* Admin will set the notification date of each task, assign to the subordinate.
* Application will allow subordinators to send their feedback on that task.
* Admin will get alert, according to the activity performed by the staff.
* Admin can cancel, reopen and suspend the tasks.
* Admin will close the task/complete the task as needful was done by concern department.

**Scope**   
 This application will be generic application, to manage all sort of tasks, assignments, feedbacks and reviews of administrator and subordinates.

It will also give feedback about the working of officers that how many tasks completed within time limit and other wise. It will also help DCO/Administrator to review his progress regarding the sensitive task /time bound tasks. Resultantly public service delivery will improve by the use of this system.

**Timeframe**

|  |  |  |
| --- | --- | --- |
|  | Description of Work | Start and End Dates |
| Phase One | Designing and Approval of UI | Yet to be decided |
| Phase Two | Implementation and Development | Yet to be decided |
| Phase Three | Deployment and UAT | Yet to be decided |

**Key Stakeholders**

|  |  |
| --- | --- |
| Administrator | DCO |
| Subordinators | EDO/ACs/TMOs |
| Development | UMT (Faculty and Students) |

**Maintenance and Future Work**

The architecture of the application would be flexible enough to accommodate the future needs and enhancements of the organization.

By using this system all of the documents will be scanned and it will be readily available 24/7.

Later on stage or in 2nd phase of implementation Subordinates can upload the desired file and virtually this system turns into paperless environment as the Infrastructure and allied services provided to subordinates.