



PROMPT TASK MANAGER [PTM]

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Abstract

Prompt task Manager is an Android application which is a task management application. Management is the essential factor for any project to be successfully completed. People come together in any organization to achieve a common goal. This application is designed to manage/assign tasks to different employees in an organization. A team is a group of people who comes together, working hand in hand to achieve a predetermined goal. This application makes assigning and managing of tasks very simple. With the help of this application you can assign tasks, manage tasks, give due dates, comment back (in case of any doubts). This will create a smooth functioning in any organization.

This application will make the work or task done efficiently as each employee is assigned with a particular task that will not create chaos between the team members in an organization. Each employee will complete their task within the due dates which results in the success of the project.

Index Terms: Android, Organization.

INTRODUCTION:

Why Track Your Tasks? So let's start with the obvious question. Why should you track tasks in an online tool? The main reason, for me, is to better manage my tasks, especially when they involve other people or require multiple steps (aka sub-tasks) to get them over the line. If you're just writing a to-do list and scratching off each item as you complete it, you're just doing the bare minimum. The more complicated your tasks, the less productive such a rudimentary system will be. When you track tasks online, you're able to prioritize all the sub-tasks and work on them collaboratively with another team member. When I'm managing other people's work, moving my spread sheet online enables me to get visibility into what everyone is working on. That way, I can assign tasks and make sure work is equally distributed across team members. That leads to a more efficient project. I can also see when each task has been commented on or completed. I don't get that with my desktop spread sheet. And I sure as heck don't get that with sticky notes. See, when you're tracking tasks online you're always in the loop about its progress. It's not simply a static note on a piece of paper, but one of many tasks on a timeline, so you can see when the deadline is approaching. That way you're not caught off-guard and scrambling to complete the task at the last minute.

Tracking Apps improve productivity. There are many ways tracking your tasks makes you more productive. One of the greatest benefits of getting your tasks online is that the app can automate a lot of the busy work that keeps you away from more important tasks. It also doesn't forget, like us humans with our penchant for sticky notes, right? The app never misses a deadline and neither will you because it will send you an email alert. Those notifications can also be sent to team

Members, so they know when a task is coming due, and can complete the task accordingly.

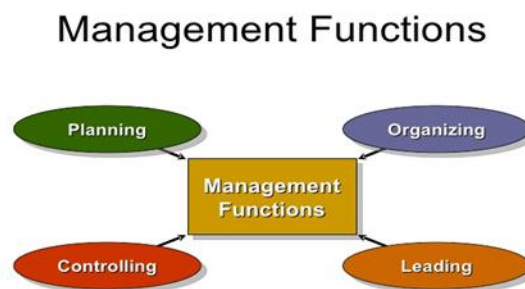
Schedule their time accordingly. Your tasks online means they're always available to access, whether you're at a desk or working remotely. With distributed teams having an online task management app is not a luxury, it's a requirement. You and your team can update tasks, projects and files anywhere and at any time, if you're connected to the web from a desktop, laptop or mobile device.

This way your tasks are always accurate your team is working and updating their tasks, you've got a window into the progress of the project, getting their updates in your personal feed. Now you're able to control not only your task list, but easily manage the entire project's tasks from one application. You see when a new file or comment is added to a task, and you can easily bring in the team to discuss task management, getting their valuable perspective.

WHAT IS TASK MANAGEMENT?

Task management is the process of managing a task through its life cycle. It involves planning, testing, tracking, and reporting. Task management can help either individual achieve goals, or groups of individuals collaborate and share knowledge for the accomplishment of collective goals. Tasks are also differentiated by complexity, from low to high.

Effective task management requires managing all aspects of a task, including its status, priority, time, human and financial resources assignments, recurrence, dependency, notifications and so on. These can be lumped together broadly into the basic activities of task management. Managing multiple individuals or team tasks may require specialized software, for example workflow or project management software. In fact,



Many people believe that task management should serve as a foundation for project management activities.

Task management may form part of project management and can serve as the foundation for efficient workflow in an organization. Project managers adhering to task-oriented management have a detailed and up-to-date project schedule, and are usually good at directing team members and moving the project forward.

Iterations:

Analysis - The first iteration started with the most basic inception of the desired project, it included activity like basic analysis of fundamental requirements, specification and functionality of desired project.

The analysis phase also consisted of considering the package or development environment to use.

Design - The design phase was based on the results of the analysis phase from where we derived basic functionalities we decided and then we implemented these functions and activities in a flowchart and from that a use case diagram which provided a basic framework for the coding phase.

Implementation - Implementation is the phase where by the conceptual design and framework models are converted into source code which is the first step towards actual product building.

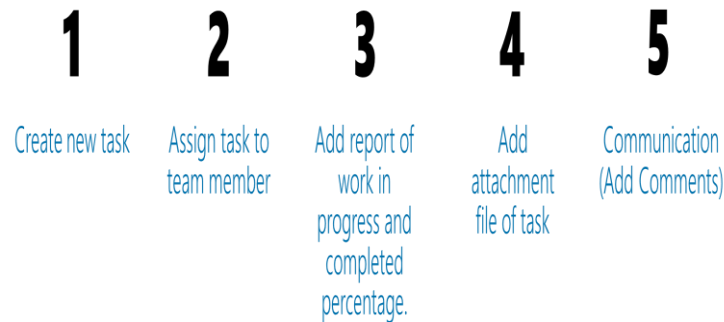
Android Studio by default uses the Java and Xml programming languages and hence I obtained basic working knowledge of these languages.

According to software development life cycle the coding language and IDE chosen for the development has a specific impact on the visual aspects and complexities posed by the final product.

Testing - Testing is considered the final phase of the development life cycle, but ideally for a developer it is the most important phase as the developer learns of the bugs and errors and about its performance in a real environment as 90% of the bugs are removed due to testing.

Deployment - After the deployment of the application the Beta Testing method was applied because of its simplicity and efficiency and then after acknowledging the bugs and errors their correction and redistribution led to the end of the first iteration.

TASK LIFE CYCLE:



OBJECTIVES OF TASK MANAGEMENT:

- ✓ It will help for the work flow management.
- ✓ It will help to organize the team.
- ✓ It will help to track the progress of the project.
- ✓ It will help provide information to the management regarding unresolved issues.
- ✓ It will help to create smoothe co-ordination within the team.

ADVANTAGES:

- ✓ Saves User Time.
- ✓ Gives Notification.
- ✓ Task Directly Notified to Team Members.
- ✓ Proper Allocation of Tasks.
- ✓ Review System.

DISADVANTAGES:

- ✓ Requires Android.
- ✓ Requires Active Internet Connection.
- ✓ Requires Android 4.1 or Later.

FACILITIES WE PROVIDE:

- ✓ Create a new project.
- ✓ Add tasks to the project.
- ✓ Add notes, due-date.
- ✓ Add someone to your project.
- ✓ Assign them a task.
- ✓ Get notified when they complete the task and assign the task.

FUTURE SCOPE:

- ✓ Smart task allocation.
- ✓ Embedded into Corporate Organization.
- ✓ Embedded into Education Organization.
- ✓ Embedded into Hospital Management System.

PROJECT SCOPE:

- ✓ Define Project.
- ✓ Define Tasks Categories.
- ✓ Define Tasks Schedule.
- ✓ Assign Tasks to Employees.
- ✓ Change Task Status.

SOFTWARE REQUIREMENT:

RAM-4/8 GB

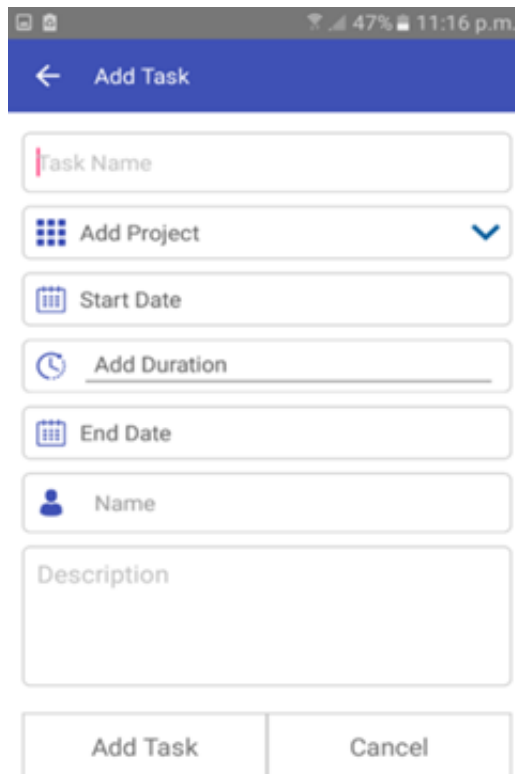
PROCESSOR – Intel Core I3 or above

HARDWARE REQUIREMENT:

DEVELOPMENT TOOL- Android Studio

DOCUMENTATION TOOL- Microsoft office word

SCREENSHOT OF CREATE TASK PAGE:

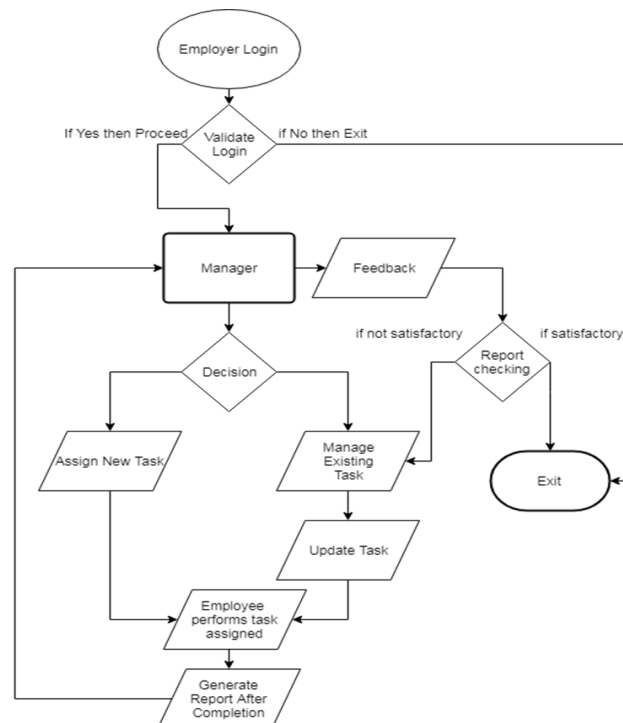


The screenshot shows a mobile application interface for adding a task. The top bar is blue with a white back arrow and the text 'Add Task'. Below this, there are several input fields arranged vertically. The first is a text field labeled 'Task Name'. The second is a field labeled 'Add Project' with a blue grid icon on the left and a blue checkmark icon on the right. The third is a field labeled 'Start Date' with a calendar icon on the left. The fourth is a field labeled 'Add Duration' with a clock icon on the left. The fifth is a field labeled 'End Date' with a calendar icon on the left. The sixth is a field labeled 'Name' with a person icon on the left. The seventh is a larger text area labeled 'Description'. At the bottom of the form are two buttons: 'Add Task' and 'Cancel'.

SCREENSHOT OF SHEDULE TASK:



FLOWCHART:



CONCLUSION:

The proposed idea of the application “PROMPT TASK MANAGER” will save a lot of time and intern will save money. As the field of Task Management is very vast this application will help as a precise management technique. This application will also help in bridging gap between higher and lower management personals.

ACKNOWLEDGEMENT:

My thanks to the guide and the experts who have contributed towards the development of this paper? We also thank the college authorities for providing the required infrastructure and support. Finally, we would like to extend a heartfelt gratitude to friends and family members.

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