

# Project and work tracking information system

Una Novaković and Luka Matič

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# Introduction

The **problem** we are tackling:

- Multiple projects, tasks, employees
- Hard to manage and coordinate
- Use of spreadsheets, emails, notes: gets messy

**Issues:**

- Information is scattered
- Hard to track progress & deadlines
- Unclear responsibilities
- Inconsistent work hour tracking

# Introduction

## **Solution:**

- Centralized information system
- All data stored in one place
- Clear structure of tasks and responsibilities

## **Key benefits:**

- Clear overview of work
- Easy task assignment & tracking
- Improved transparency and communication
- Better organization
- Easier monitoring of progress

# Functional requirements

## User Authentication

- Secure access (authorized users only)

## Project Overview & Management

- View assigned projects
- Project details (name, description, dates, progress)

## Task Management

- **Managers:** create, assign, and monitor tasks
- **Employees:** update status, add work details, mark as done

# Functional requirements

## **Work Hour Recording**

- Log hours per task and day
- Track effort and productivity

## **Project Progress Reporting**

- Summary of project progress
- Based on recorded work hours
- Helps monitor the overall progress

# Nonfunctional requirements

## **Performance**

- Supports  $\geq 100$  concurrent users
- Response time  $\leq 2$  seconds

## **Availability**

- 98% uptime
- Maintenance: once per week
- Max downtime: 2 hours

# Nonfunctional requirements

## **Security**

- Username & password authentication
- Data encrypted (HTTPS)
- Protects user data and system access

## **Usability**

- Easy to learn and use
- Simple and intuitive interface
- Works on desktop and mobile

## **Reliability**

- No data loss
- Handles failures safely

# Nonfunctional requirements

## **Scalability**

- Supports 10 → 1000 projects
- No performance drop as system grows

## **Maintainability**

- Modular code structure
- Easy updates and deployment

## **Compatibility**

- Works on modern browsers (Chrome, Firefox, Edge)

# Workflow

## ***Stage 1: Planning & Setup (Weeks 1–2)***

- Discuss project goals and deliverables together
- Break down tasks
- Set up the project system

## ***Stage 2: Task Assignment & Preparation (Weeks 3–4)***

- Assign tasks clearly: *who does what*
- Prepare resources
- Define deadlines

## ***Stage 3: Execution & Daily Tracking (Weeks 5–6)***

- Work on assigned tasks
- Update status
- Log hours worked and share progress with each other
- Communicate immediately if a task is blocked

## ***Stage 4: Review & Finalization (Weeks 7–8)***

- Review all completed tasks together
- Generate report
- Final adjustments

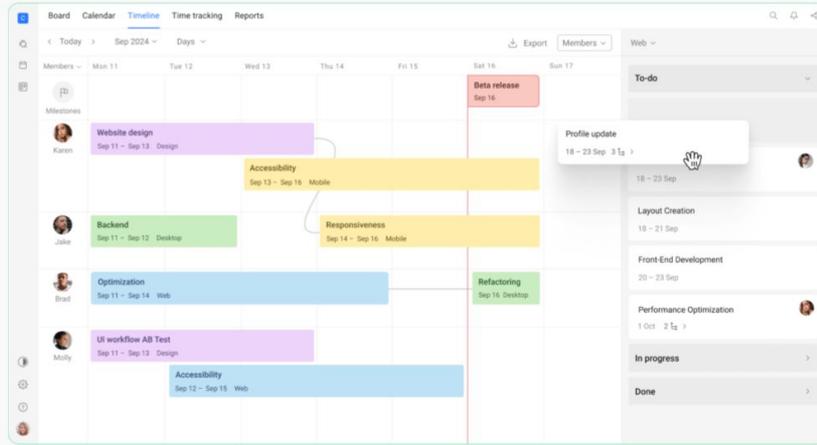
# Tools

The system will be implemented using:

- **Backend: PHP**
- **Database: MySQL**
- **Frontend: HTML, CSS, JavaScript**
- **Development tools: VS Code**
- **Version control: Git**

# Visuals

## Project Tracking with Planyway



# Conclusion

- Centralized system for managing **projects and tasks**
- Clear structure of roles and responsibilities
- Supports **real-time performance** and reliable data **tracking**
- Improves organization, collaboration, and transparency
- Scalable to handle growth without performance loss
- Helps ensure deadlines are met and projects succeed

Any Questions?

