---------------------- Project Requirement -----------------------

### Project Requirements for Time Tracker Application

\*\*Project Overview:\*\*

The Time Tracker application aims to provide users with an efficient way to track their work hours across different tasks throughout the day. It will offer insights into daily activities, total hours worked per day, and aggregate weekly hours. The application will serve as a tool for users to manage their time better, improve productivity, and maintain a healthy work-life balance.

\*\*Functional Requirements:\*\*

1. \*\*User Account Management:\*\*

- FR1.1: Users must be able to create, edit, and delete their accounts using an email and password.

- FR1.2: Users should have the ability to recover forgotten passwords through a secure process.

- FR1.3: Provide user authentication mechanisms for secure access to the application.

2. \*\*Time Tracking:\*\*

- FR2.1: Users can start, pause, resume, and stop a timer to track time spent on individual tasks.

- FR2.2: Allow users to manually add, edit, or delete time entries for tasks in case of any discrepancies or missed time tracking.

- FR2.3: Enable categorization of tasks by project, type of work, or custom tags for better organization and reporting.

3. \*\*Task Management:\*\*

- FR3.1: Users can create, edit, and delete tasks with details such as task name, description, associated project, and estimated duration.

- FR3.2: Provide a daily task overview showing all tasks and time allocated to each task for the day.

4. \*\*Reporting and Analytics:\*\*

- FR4.1: Generate daily summaries showing total hours worked and a breakdown of time spent on each task.

- FR4.2: Compile weekly reports highlighting total hours worked in the week, average daily hours, and comparison with previous weeks.

- FR4.3: Offer insights into productivity trends, such as most productive days/times and frequently delayed tasks.

5. \*\*Notifications and Reminders:\*\*

- FR5.1: Send daily reminders to users to log their tasks and hours if not done by a specified time.

- FR5.2: Provide notifications for approaching task deadlines or when estimated time for tasks is exceeded.

6. \*\*User Interface and Experience:\*\*

- FR6.1: Offer a clean, intuitive user interface for easy navigation and use of the application’s features.

- FR6.2: Ensure the application is responsive and accessible on various devices, including desktops, tablets, and smartphones.

\*\*Non-Functional Requirements:\*\*

1. \*\*Performance:\*\*

- NFR1: The application should perform tasks and generate reports quickly, with minimal latency to ensure a smooth user experience.

2. \*\*Scalability:\*\*

- NFR2: The system must be scalable, capable of handling an increase in users and data entries without degradation in performance.

3. \*\*Security:\*\*

- NFR3: Implement robust security measures to protect user data, including encryption of sensitive information and secure data storage practices.

4. \*\*Usability:\*\*

- NFR4: The application should be user-friendly, with onboarding tutorials for new users and comprehensive support documentation.

5. \*\*Reliability:\*\*

- NFR5: Ensure high availability of the application with minimal downtime and the ability to recover quickly from failures.

\*\*Additional Features:\*\*

- \*\*Integration Capability:\*\*

- AF1: Provide options for integration with calendar apps (e.g., Google Calendar, Outlook) for task scheduling and reminders.

- \*\*Export Functionality:\*\*

- AF2: Allow users to export reports and time logs in various formats (PDF, Excel) for record-keeping or invoicing purposes.

This comprehensive set of requirements is designed to guide the development of the Time Tracker application, ensuring it meets the needs of its users for effective time management and productivity tracking. Adjustments and additions may be made based on user feedback and testing phases to further refine the application’s functionality and user experience.

----------------- User stories and journeys ------------------------

Based on the detailed project requirements for the Time Tracker application, we can develop a series of user stories and journeys that outline how users will interact with the application and the value they will derive from its features. These stories will follow the standard format: \*\*As a [type of user], I want [an action] so that [a benefit].\*\*

### User Stories

#### User Account Management

1. As a new user, I want to create an account using my email and password so that I can securely access the Time Tracker application.

2. As an existing user, I want to edit my account details so that I can keep my personal information up to date.

3. As a user who might forget my password, I want to recover my forgotten password through a secure process so that I can regain access to my account without compromising security.

4. As a user, I want to log in to the application securely to ensure that my data and time tracking information are protected.

#### Time Tracking

5. As a busy professional, I want to start, pause, resume, and stop a timer for tasks so that I can accurately track time spent on various activities throughout the day.

6. As a user, I want the ability to manually adjust time entries for tasks to correct any discrepancies or missed time tracking.

7. As a project manager, I want to categorize tasks by project, type of work, or custom tags for better organization and reporting on how my team's time is spent.

#### Task Management

8. As a team member, I want to create tasks with all relevant details so that I can organize my workday and priorities efficiently.

9. As a user, I want to view a daily task overview to easily see what tasks I need to work on and how much time I should allocate to each task.

#### Reporting and Analytics

10. As a freelancer, I want to generate daily summaries of my work to understand how I am distributing my time across tasks.

11. As a manager, I want weekly reports showing the team's total hours worked to monitor productivity and plan for future projects.

12. As an individual interested in personal development, I want insights into my productivity trends to identify areas for improvement.

#### Notifications and Reminders

13. As a forgetful user, I want to receive daily reminders to log my tasks and hours if I haven’t done so by a certain time, ensuring that I maintain accurate records.

14. As a user working on multiple projects, I want notifications for approaching deadlines or when I’m exceeding estimated task times to stay on track with my commitments.

#### User Interface and Experience

15. As a first-time user, I want an intuitive user interface so that I can navigate the application easily and start tracking my time without a steep learning curve.

16. As a mobile user, I want the application to be responsive and accessible on my device so that I can manage my tasks and time on the go.

### User Journeys

#### Signing Up and Setting Up

- \*\*Journey 1: Account Creation and Onboarding\*\*

- A new user visits the Time Tracker application and is greeted with the option to create a new account. They enter their email and a password, receiving a confirmation email shortly after. Upon confirming their email, they are taken through a brief onboarding tutorial highlighting key features of the application.

#### Daily Time Tracking and Task Management

- \*\*Journey 2: Daily Work Routine\*\*

- The user logs in to start their day and reviews the tasks listed for today. They start a timer for the first task and work through their tasks, pausing and resuming the timer as needed. For tasks not tracked in real-time, the user manually adds the time spent before the day ends.

#### Weekly Review and Planning

- \*\*Journey 3: Weekly Reflection and Planning\*\*

- At the end of the week, the user receives a weekly report via email, summarizing their total hours worked, average daily hours, and highlights of their most and least productive days. The user reviews this report to plan for a more balanced and productive week ahead.

These user stories and journeys provide a foundation for developing the Time Tracker application, ensuring that it meets the needs and expectations of its users by offering a comprehensive set of features designed to improve time management and productivity.

### **UI/UX Specifications**

#### 1. User Account Management

* **Login/Signup Page:**
  + A clean, straightforward design with fields for email and password, options to log in or sign up, and links for password recovery and account creation.
  + For password recovery, implement a secure and user-friendly process, possibly using security questions or sending a password reset link via email.
* **Profile Management:**
  + An easy-to-navigate profile page where users can edit their personal information, change passwords, and view their activity logs.

#### 2. Time Tracking

* **Timer Interface:**
  + A prominent, accessible timer on the dashboard with start, pause, resume, and stop functions.
  + Option to select or add a task on which the timer is being used.
* **Manual Time Entry Form:**
  + A form to manually add, edit, or delete time entries, including fields for task selection, date, start and end times, and a section for notes.

#### 3. Task Management

* **Task Creation and Editing Interface:**
  + A clear and concise form for creating and editing tasks, including fields for the task name, description, associated project, and estimated duration.
  + A visual calendar or list view to display tasks for the day, allowing users to easily plan and allocate time.

#### 4. Reporting and Analytics

* **Reports Dashboard:**
  + A dashboard that provides quick access to daily summaries, weekly reports, and productivity insights, with filters for dates, projects, and task types.
  + Visual representations like graphs and charts to illustrate time spent on tasks, productivity trends, and comparisons with previous periods.

#### 5. Notifications and Reminders

* **Notifications Center:**
  + A dedicated section or pop-up notifications for daily reminders, deadline alerts, and other important messages.
  + Options for users to customize notification settings according to their preferences.

#### 6. General UI/UX Elements

* **Responsive Design:**
  + Ensure the application is fully responsive and provides a consistent experience across desktops, tablets, and smartphones.
* **Navigation Menu:**
  + A simple, intuitive navigation menu that provides easy access to all key sections of the application: Dashboard, Tasks, Reports, Settings.
* **Onboarding Tutorial:**
  + An interactive tutorial for first-time users, guiding them through the application’s features and how to use them effectively.

### **Wireframe Specification**

* **Home/Dashboard Page:** Displays the timer, a quick overview of today's tasks, and shortcuts to add a new task or view reports.
* **Tasks Page:** A detailed view of tasks with options to add, edit, or delete tasks. Includes filtering options for projects or tags.
* **Reports Page:** A section dedicated to viewing and generating reports. Includes customization options for the type of report and the period it covers.
* **Settings/Profile Page:** Where users can manage their account settings, personal information, and preferences for notifications.