PRD Sample: Mobile Application (Screen Description Format)

DailyDo: A daily task manager

2026

DailyDo: Daily Task Manager

Document type: Product Requirement Document (Sample)
Version: 1.0
Scope: iOS and Android mobile application

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1. Overview

DailyDo is a mobile app for managing daily tasks. Users create tasks, set due times, tick them off as done, and receive a reminder notification before each task is due.

This document uses the **Screen Description format**: requirements are organised screen by screen, with a description of every component and its states. This is the right format when UI mockups are ready. Use it alongside a Figma file to describe behaviour that isn't visible from the design alone (edge cases, validation, transitions).

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2. Screens

S1. Home Screen

Route: App entry point (shown after onboarding is complete)

Layout: Full-screen vertical list. Header at the top; floating action button ("+") fixed at the bottom right.

Header component

- Displays the current date in the format: `Wednesday, 14 Aug`
- Below the date: `X tasks remaining` where X is the count of incomplete tasks for today. If all tasks are complete: `All done for today!`.
- A settings icon (gear) in the top-right corner navigates to S4 (Settings).

Task list component

Tasks are shown as rows, grouped into two sections: **Today** and **Overdue** (tasks from previous days that are incomplete). The Overdue section appears above Today, collapsed by default, with a header showing "X overdue". Tapping the header expands the section.

Each task row has the following states:

State	Visual
Incomplete	Hollow circle on the left; task title in full opacity; due time on the right
Complete	Filled circle with checkmark; title struck through; muted text colour
Overdue (incomplete)	Red due time; title in normal colour

Behavioural rules:

1. Tapping the circle on an incomplete task marks it complete immediately (no confirmation). The circle animates to filled.
2. Tapping the circle on a completed task marks it incomplete.
3. Tapping anywhere else on a task row (title or due time) opens S2 (Task Detail / Edit).
4. Swiping a row left reveals a red "Delete" action button. Tapping it shows a confirmation: "Delete this task?" with "Cancel" and "Delete" buttons.
5. Tasks with no due time are shown at the bottom of the Today section, below timed tasks sorted ascending by time.
6. Completed tasks are moved to the bottom of their section. If all tasks in a section are complete, the section header is hidden.

Empty state: If no tasks exist for today (and no overdue tasks), the list area shows an illustration and the message: "Nothing scheduled. Tap + to add a task."

Floating action button

- A circular "+" button fixed at the bottom right.
- Tapping it opens S3 (Add Task) as a bottom sheet that slides up over the home screen.

S2. Task Detail / Edit

Route: Opened by tapping a task row on S1. Displayed as a full-screen push transition.

Header: - Back arrow (top left) navigates back to S1 without saving. - "Save" button (top right) saves changes and navigates back to S1. - "Delete" button (top right, secondary style) deletes the task after confirmation.

Form fields:

Field	Component	Rules
Task title	Text input	Required; max 200 characters; auto-focused on open
Due date	Date picker	Optional; date only; past dates allowed (for overdue)
Due time	Time picker	Optional; only shown/enabled if a due date is selected
Notes	Multiline text input	Optional; max 500 characters; expands to fit content
Reminder	Toggle	Only enabled if due time is set; defaults to on when a due time is set

Behavioural rules:

1. The form is pre-filled with the existing task values.
2. Tapping "Save" without a title shows an inline error beneath the title field: "Task title is required."
3. If due time is cleared after a reminder was set, the reminder is automatically turned off.
4. Changes are only saved when "Save" is tapped. Back arrow discards changes without confirmation (no changes = no confirmation needed; if changes were made, show "Discard changes?" dialog with "Discard" and "Keep Editing").

S3. Add Task

Route: Opened via the "+" button on S1. Displayed as a bottom sheet (slides up from bottom; background dims; drag-down to dismiss).

Layout: Same form fields as S2 (Task Detail / Edit), minus the Delete button. An "Add" button at the bottom of the sheet (full width) saves and dismisses the sheet.

Behavioural rules:

1. Task title is auto-focused when the sheet opens. The keyboard appears immediately.
2. Due date and time are optional. If left blank, the task is added with no scheduled time.
3. Tapping "Add" without a title shows an inline error: "Enter a task name."
4. On successful save, the sheet dismisses and the new task appears in the Today list. If the task has a due time, it is inserted in ascending time order.
5. Dragging the sheet downward (or tapping outside it) dismisses without saving.

S4. Settings

Route: Opened via the gear icon on S1.

Sections:

Notifications

- Toggle: "Task reminders" (on/off). When off, no reminder notifications are sent regardless of task settings. Default: on.
- "Reminder lead time": a picker that sets how early a reminder fires before the task due time. Options: 5 min, 10 min, 15 min, 30 min, 1 hour. Default: 10 min.
- If notifications permission has been denied at the OS level, the toggle is shown in a disabled state with a note: "Notifications are blocked. Enable them in your device settings." A "Go to Settings" link opens the OS app settings.

Data

- "Clear completed tasks": deletes all completed tasks. Shows confirmation: "Delete all completed tasks? This cannot be undone." on confirm, deletes and shows a brief toast: "Completed tasks deleted."
- "Export tasks": exports all tasks (title, due date, due time, status, notes) as a CSV file saved to the device Downloads folder (Android) or shown in the share sheet (iOS).

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3. Notifications

Trigger	Message
Task reminder fires	“Reminder: [Task title] is due at [time].”

- Notifications are only sent if the “Task reminders” toggle in S4 is on AND OS-level notification permission is granted.
- If a task is marked complete before the reminder fires, the notification is cancelled.
- Notification tapping opens the app directly to S2 (Task Detail) for that task.

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4. Scope Boundaries

In scope: - Task creation, editing, completion, and deletion - Due date and time - Reminder notifications (pre-due alert) - Overdue task tracking - Settings: notification toggle, reminder lead time, clear completed, CSV export

Out of scope for v1: - Recurring tasks - Sub-tasks / checklists within a task - Projects or lists (all tasks are in one list) - Priority or labels - Calendar view - Cloud sync or multi-device support - Collaboration / sharing

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This is a sample document illustrating the Screen Description format for mobile PRDs. Use this format alongside a completed Figma file. The screens define what is built; this document defines how it behaves.