**Architecture Description**

**Calendar and Scheduling System** - A software system that stores, publishes and synchronizes calendar data such as events, tasks and journal entries for actors. In the context of tasks this includes schedules (i.e. allocated time and availability to perform tasks) and task lists. A calendar system typically consists of server and client software components.

**Calendar Application** - Software application used by task actors to view and manipulate calendar data.

**Task Generating System** - A system that creates and assigns tasks in response to some initiating event (task trigger). This system also tracks the status of tasks and will initiate further actions based upon the status. A task generating system can take many forms, for example; Business Process Management System, Project Management System, Bug Tracking System, Building Control System. A Task Generating System may also be a human. In iCalendar terms the Task Generating System is the ORGANIZER.

**Directory Service** - A software system that stores and provides access to information providing details of resources in particular those of task actors.

**Human Task Generation** - Task creation, assignment and tracking co-ordinated by a human Organizer. Task Assignment Rules and Process Logic may be explicit or tacit.

**Task Assignment Rules** - Rules that govern how actors are assigned to a task. A range of different assignment patterns may be considered, including:

1. Delegation to a named actor or group of actors
2. Advertising to a pool of actors for self-selection

In either case the assignment may be made based on a variety of criteria including, name, availability, skills, capacity, etc.

**Process Logic** - Process logic determines under what conditions a task (or tasks) is generated and the actions to take on completion or some other status event occurring (or not) on the task.

**Task Domain Data** - This is any domain specific data that may be acted on or provides context to the task.

**Task Specific Application** - A task specific application renders the data concerning the task (including task domain data) for presentation and manipulation by a task actor.

**Task Trigger** - some event that gives rise to the generation of a task according to Process Logic. Task triggers can come from many different sources including a task being requested through the calendaring system, a status change in the progression of a business process being managed by a business process management or ERP system.

**Task Organizer** - The initiator of a task, either a human actor or software system

**Task Actors** - Various actors that may be involved in the monitoring or performing of a task. Actors may be human or a system.

**Observer** - Actor interested in the occurrence of a task and / or of specific task statuses. e.g. A manager may have interest in all tasks that have not been completed. Observers can be calendar sharee and / or ASSOCIATE

**Resource** - Some resource required in order to complete the task.