

IntelliHire Project Planner

Smart, Real-time job matching and hiring platform

Project Overview

Project Name: IntelliHire

Project Duration: 7 April 2025 – 20 April 2025

Project Manager: Rihab Rabbani (Scrum Master)

Project Description: WebSocket-based real-time job portal enabling dynamic job postings and instant alerts. The system uses AI-powered CV analysis to rank candidates, allowing recruiters to view ranked proposals and chat instantly via WebSocket, streamlining hiring for better matches and faster decisions.

Team Members

- Absir Ahmed – Product Owner
- Rihab Rabbani – Scrum Master
- Ali Warraich – Development Lead

Scrum Roles and Responsibilities

Product Owner: Absir Ahmed

- Define and prioritize product backlog items based on business value
- Communicate project vision and goals to the Scrum Team
- Collaborate with stakeholders to gather requirements and refine user stories
- Make key decisions on features, ensuring alignment with user needs
- Accept or reject work based on the Definition of Done
- Lead documentation efforts

Scrum Master: Rihab Rabbani

- Facilitate daily stand-up meetings to track progress
- Ensure the team follows Agile best practices and removes roadblocks
- Conduct Sprint Planning, Sprint Review, and Sprint Retrospective meetings
- Guide the team in self-organization and continuous improvement

- Foster collaboration between the Product Owner and the Scrum Team
- Product design lead
- Responsible for assignment submissions

Development Team Member: Ali Warraich

- Lead development of complex features
- Participate in QA processes
- Provide accurate time and effort estimates for tasks
- Ensure the Definition of Done is met before submitting work

Communication Plan

Stakeholder	Information Needs	Frequency	Format
Team Members	Sprint progress, blockers	Daily	Stand-up Meeting
Team Members	Detailed planning, review	Weekly (Mon & Wed, 9:00 PM)	Google Meet
Product Owner	Feature completion status	Weekly	Status Report
All Team Members	Urgent issues	As needed	WhatsApp

Sprint 2 Plan (Current Sprint)

Sprint Goal

Complete core communication and application management features to enable real-time interaction between recruiters and job seekers.

Sprint Backlog (from Trello board)

1. Candidate Real-Time Notifications (Story #6)
 - Implement notifications for new messages
 - Create UI notification elements (bell icon, pop-ups)
 - Enable direct chat access from notifications
2. Application Status Tracking (Story #8)
 - Develop status display on applications page
 - Implement automatic status update mechanism
 - Create view for historical status changes
3. Recruiter Application Management (Story

#9) ● Build UI for updating application statuses

- Implement real-time status change notifications
 - Create logging system for status changes
4. Interview Scheduling (Story #12)
 - Develop interview proposal interface
 - Create confirmation/reschedule workflow
 - Implement calendar integration
 5. Push Notifications (Story #14)
 - Set up push notification service
 - Implement email notification system
 - Create notification preference toggles
 6. Company/Recruiter Profile (Story #24) ● Design company profile page
 - Implement logo and description upload
 - Connect company profiles to job listings
 7. Multiple Resumes and Cover Letters (Story #10)
 - Create storage system for multiple documents
 - Build UI for document selection during application
 - Implement document management interfaces
 8. Ratings & Reviews (Story #16)
 - Design rating system (1-5 stars)
 - Implement review submission workflow
 - Create validation for completed applications
 9. Saved Jobs & Bookmarks (Story #13)
 - Develop save/bookmark functionality
 - Create saved jobs list view
 - Implement removal functionality
 10. Gamification & Badges (Story #17) ● Design badge system
 - Implement achievement tracking
 - Create badge display on profiles

Sprint Timeline

Sprint Duration: 2 weeks
Start Date: April 7, 2025
End Date: April 20, 2025

Task Breakdown for Sprint 2

Task	Assignee	Start Date	End Date	Story Points
Design notification UI elements	Rihab	June 3	June 4	1
Create application status tracking UI	Rihab	June 4	June 6	2
Develop status update backend	Ali	June 5	June 7	2
Build recruiter status management interface	Rihab	June 6	June 8	2
Implement interview scheduling system	Ali	June 7	June 10	3
Set up push notification service	Ali	June 8	June 10	2
Design company profile interface	Rihab	June 9	June 11	2
Implement multiple resume storage	Ali	June 10	June 12	3
Create ratings and review system	Rihab	June 11	June 13	3
Develop bookmark functionality	Ali	June 12	June 14	1
Implement gamification system	Rihab	June 13	June 15	3
Testing and bug fixes	All	June 14	June 16	5
Sprint demo preparation	All	June 16	June 16	1

Daily Stand-ups

Daily meetings at 9:00 AM to discuss:

- What was accomplished yesterday
- What will be worked on today
- Any blockers or impediments

Definition of Done

- Code is written and follows team standards
- Unit tests are written and passing
- Feature is tested on development environment
- Documentation is updated
- Code is reviewed by at least one other team member

- Feature is demonstrated to Product Owner
- All acceptance criteria are met

Risk Management for Sprint 2

Risk	Probability	Impact	Mitigation Strategy
Integration issues between notification systems	Medium	Medium	Regular integration testing, clear API definitions
UI/UX complexity with multiple notification types	Medium	Low	User testing early in sprint, simplify initial version if needed
Performance issues with real-time features	Medium	High	Load testing, implement message queuing

Sprint Review & Retrospective Planning

Sprint Review

Date: April 20, 2025

Time: 2:00 PM

Location: Google Meet

Participants: Full team + stakeholders

Agenda:

- Demo completed features
- Gather feedback
- Discuss sprint goal achievement
- Present burn-down chart

Sprint Retrospective

Date: April 16, 2025

Time: 4:00 PM

Location: Google Meet

Participants: Scrum team only

Agenda:

- What went well
- What could be improved
- Action items for next sprint

Sprint Demo Video Planning (4 minutes)

1. Introduction and Sprint Backlog Overview (30 seconds) • Present the 10 user stories in Sprint 2
 - Explain sprint goals
2. Feature Demonstration (1.5 minutes)
 - Show working notification system
 - Demonstrate application status workflow
 - Present interview scheduling feature
 - Show multiple resume management
3. Sprint Review (1 minute)
 - Present burn-down chart
 - Discuss completed vs. planned stories
 - Share velocity achieved
4. Sprint Retrospective (1 minute) • Highlight challenges faced
 - Explain how WebSocket integration issues were resolved
 - Share team learning

Project Success Criteria

1. All high-priority user stories (importance 4/5 and 5/5) completed
2. System capable of handling real-time communication
3. AI-powered matching and ranking features working with 80% accuracy
4. User testing shows improved efficiency in hiring process
5. All acceptance criteria met for implemented features