OPT Portal Project Week 8 Deliverables

(October 28 - November 1, 2024)
Objective: Finalize and deploy the Timesheet module. Conduct rigorous testing, refine features based on user feedback, and ensure alignment across the backend, frontend, and UI/UX teams. Prepare deployment documentation and user training materials for a smooth launch.

Backend Team Deliverables:

October 28, 2024: Timesheet Workflow Finalization and Escalation Logic

- **Task:** Implement automated escalation for pending timesheet approvals (e.g., escalate to admin if unapproved within 48 hours).
- **Task:** Integrate a weekly submission deadline checker with automated reminders.
- **Task:** Optimize database queries related to timesheet approval and warning system for fast data retrieval.

October 29, 2024: Approval and Email Notification System Enhancements

- **Task:** Fine-tune approval workflows, including bulk approvals for managers.
- **Task:** Implement customizable email templates for approvals, rejections, and warnings.
- **Task:** Verify notification triggers (reminders, warnings, escalations) via API testing.

October 30, 2024: Security and Audit Trail Review

- **Task:** Conduct API security testing to validate role-based access control (RBAC) for volunteers, managers, and admins.
- **Task:** Finalize audit trail to track all changes to timesheet entries (e.g., edits, approvals, rejections).
- **Task:** Secure all sensitive data transmissions using HTTPS and encryption at rest.

October 31, 2024: Reporting and Analytics Integration

- **Task:** Develop weekly/monthly summary reports for volunteer hours and approvals.
- **Task:** Integrate data export functionality to CSV for external use (e.g., HR or payroll).
- **Task:** Conduct performance testing on large datasets to ensure smooth reporting.

November 1, 2024: Final Backend Review and Documentation

- **Task:** Complete documentation for timesheet APIs, workflows, and audit logs.

- **Task:** Finalize retrospective report summarizing backend activities for Week 8.
- **Task:** Ensure backend and frontend synchronization for deployment readiness.

Frontend Team Deliverables:

October 28, 2024: Dashboard Enhancements and Usability Testing

- **Task:** Add status indicators (submitted, pending, approved, rejected) for timesheets.
- **Task:** Implement a weekly progress tracker on the volunteer dashboard.
- **Task:** Conduct usability testing and gather feedback from volunteer users.

October 29, 2024: UI and Timesheet Entry Validation Improvements

- **Task:** Add input validation rules for timesheet entries (e.g., working hours limits).
- **Task:** Implement date pickers and time calculators for easier time entry.
- **Task:** Fix any UI inconsistencies from prior usability testing.

October 30, 2024: Email Notification UI and Real-Time Updates

- **Task:** Ensure email status (sent, pending) is reflected on manager dashboards.
- **Task:** Fix real-time synchronization issues between timesheet entries and backend APIs.
- **Task:** Validate cross-browser compatibility for the entire timesheet module.

October 31, 2024: Final Testing and Cross-Component Synchronization

- **Task:** Conduct end-to-end tests with backend to ensure seamless data flow.
- **Task:** Validate mobile responsiveness of the timesheet and dashboard interfaces.
- **Task:** Clean up unused components and optimize frontend assets for production.

November 1, 2024: Deployment Preparation and User Guides

- **Task:** Prepare detailed user guides and video tutorials for volunteers and managers.
- **Task:** Perform final code review and ensure consistency with backend configurations.
- **Task:** Coordinate with the backend team for a final pre-launch walkthrough.

UI/UX Team Deliverables:

October 28, 2024: Design Review and Accessibility Testing

- **Task:** Conduct a final design review to ensure alignment with branding guidelines.
- **Task:** Perform accessibility testing to ensure compliance with WCAG standards.
- **Task:** Implement improvements for keyboard navigation across forms.

October 29, 2024: Feedback Integration and Visual Cues

- **Task:** Integrate feedback from Week 7 user testing into final UI refinements.
- **Task:** Add visual cues (e.g., icons) to highlight warnings and overdue tasks.
- **Task:** Ensure consistent design language across mobile and desktop views.

October 30, 2024: Prototype Testing and Documentation

- **Task:** Collaborate with frontend team to validate UI prototypes.
- **Task:** Document user journey maps for the Timesheet module.
- **Task:** Prepare a post-launch improvement plan for continuous design updates.

October 31, 2024: Mobile Usability and Error Messaging Review

- **Task:** Ensure all forms display error messages consistently across platforms.
- **Task:** Validate touch interactions and responsiveness on mobile devices.
- **Task:** Document potential UI improvements based on mobile feedback.

November 1, 2024: Final Review and Launch Readiness

- **Task:** Conduct a comprehensive review of all design elements.
- **Task:** Prepare final UI documentation for future enhancements.
- **Task:** Coordinate with other teams to confirm launch readiness.

Focus Areas for Week 8:

1. **Timesheet Module Completion:**
   - Ensure full functionality across submission, approval, and notification workflows.
   - Test all edge cases for time entries, including deadlines and escalations.
2. **Security and Data Integrity:**
   - Conduct security audits on APIs, timesheet data, and audit trails.
   - Finalize RBAC policies for volunteers, managers, and admins.
3. **Deployment Readiness:**
   - Align backend, frontend, and UI/UX teams for smooth deployment.
   - Complete user guides and video tutorials for volunteers and managers.
4. **Post-Launch Monitoring and Reporting:**
   - Set up monitoring tools to track system health after deployment.

- ○ Provide initial support and collect feedback from early users for future improvements.