

OPT Portal Project Week 15 Deliverables

(December 16 - December 20, 2024)

Objective: Transition to Phase 4 with a focus on finalizing Phase 3, addressing post-deployment feedback, and initiating groundwork for Phase 4. Key priorities include monitoring deployed features, conducting post-launch testing, and planning upcoming features based on stakeholder and user insights.

Backend Team Deliverables

December 16, 2024: Post-Deployment Monitoring

- Set up monitoring dashboards for Phase 3 APIs (e.g., batch timesheet tracking, Volunteer Search).
- Track performance metrics, error logs, and system uptime using tools like Grafana and Prometheus.
- Implement automated alerts for critical API downtime or anomalies.

December 17, 2024: Post-Deployment Bug Fixes

- Address initial post-deployment issues identified in Phase 3 (e.g., API fallback mechanisms, data sync lags).
- Fix edge-case errors in multi-role assignment workflows.
- Enhance logging granularity for debugging user-reported issues.

December 18, 2024: Phase 4 Schema Planning

- Collaborate with UI/UX and frontend teams to finalize schema requirements for Phase 4.
- Draft schema updates for Phase 4 features, focusing on scalability and compatibility.
- Plan the migration of additional legacy data, if required.

December 19, 2024: Feature Maintenance and Enhancements

- Begin incremental development of a data archival API for obsolete timesheets and roles.
- Improve database caching strategies based on post-deployment usage patterns.
- Enhance audit logs with additional fields for better traceability.

December 20, 2024: Knowledge Sharing and Planning

- Host a cross-team retrospective to assess Phase 3 backend implementation and challenges.

- Prepare detailed handoff documents, including troubleshooting guides for common issues.
 - Create a roadmap for Phase 4 backend priorities.
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Frontend Team Deliverables

December 16, 2024: Post-Launch Observations and Fixes

- Monitor user behavior with integrated analytics tools (e.g., Google Analytics) to identify usability bottlenecks.
- Fix any minor UI/UX bugs reported after the Phase 3 launch.
- Ensure the onboarding UI behaves seamlessly across various screen sizes.

December 17, 2024: Onboarding Flow Refinement

- Incorporate user feedback to enhance the Software Tour UI.
- Add personalization options to tutorial content based on user preferences.
- Refactor reusable UI components to support upcoming Phase 4 workflows.

December 18, 2024: Prototyping Phase 4 Features

- Begin wireframing and prototyping UI components for Phase 4 (e.g., advanced role overview dashboards).
- Draft new volunteer management flows for multi-location projects.
- Collaborate with UI/UX to ensure design feasibility for Phase 4 features.

December 19, 2024: Performance Improvements

- Conduct another round of cross-browser and device testing to ensure compatibility.
- Optimize loading times for data-heavy pages with improved lazy loading strategies.
- Enhance responsiveness for pages with real-time data updates (e.g., Kanban Portal).

December 20, 2024: Team Demo and Handoff

- Conduct a live demo of Phase 3 features for internal stakeholders.
 - Archive all frontend assets, including new components and testing results.
 - Plan sprints for Phase 4 with clear deliverables and timelines.
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UI/UX Team Deliverables

December 16, 2024: Usability Analysis

- Evaluate user feedback post-launch to identify design improvement areas.
- Analyze onboarding and role management workflows for possible simplification.
- Update wireframes based on real-world usage patterns.

December 17, 2024: Preliminary Designs for Phase 4

- Create mockups for advanced role dashboards and cross-project views.
- Start designing interactive elements for improved volunteer and role management.
- Draft a revised user journey for multi-location volunteers.

December 18, 2024: Accessibility Enhancements

- Address any accessibility issues reported during or after the Phase 3 launch.
- Begin designing accessibility features for planned Phase 4 updates.
- Conduct stakeholder feedback sessions to validate upcoming design iterations.

December 19, 2024: Design Documentation and Archival

- Finalize and archive Phase 3 design updates in the design system.
- Prepare Phase 4 visual asset drafts for frontend collaboration.
- Deliver annotated wireframes and prototypes for new workflows.

December 20, 2024: Team Retrospective and Ideation

- Host a retrospective on UI/UX processes during Phase 3.
- Brainstorm gamification features for the onboarding and management processes.
- Create an action plan to improve design iterations based on Phase 3 outcomes.

Key Focus Areas for Week 15

- **Post-Deployment Monitoring:** Ensure Phase 3 features operate smoothly and identify early challenges.
- **Bug Fixes and Enhancements:** Address any issues quickly and refine features based on real-world feedback.
- **Phase 4 Preparation:** Begin planning for the next phase with clear goals and detailed designs.
- **Documentation and Retrospectives:** Archive insights, workflows, and designs to streamline future phases.