OPT Portal Project Week 16 Deliverables

(December 23 - December 27, 2024)

Objective: Complete the groundwork for Phase 4 by addressing outstanding Phase 3 issues, focusing on backend and frontend performance improvements, and preparing for upcoming features. Team retrospectives will refine workflows to optimize future efforts, while documentation will ensure all deliverables are archived for easy transition to the next phase.

Backend Team Deliverables:

December 23, 2024: Post-Launch Support

- Monitor and address any new post-launch issues from Phase 3 features.
- Continue tracking performance metrics, error logs, and system uptime.
- Ensure backend stability and responsiveness with real-time monitoring.
- Analyze any unanticipated user behaviors, addressing critical failures swiftly.

December 24, 2024 (Holiday)

- **No work planned.**

December 25, 2024 (Holiday)

- **No work planned.**

December 26, 2024: Optimization and Refinement

- Implement fixes for any lingering performance bottlenecks or scalability concerns.
- Enhance logging and error reporting mechanisms based on team feedback.
- Continue work on data archival and backup strategies for long-term data storage.

December 27, 2024: Knowledge Sharing and Planning for Phase 4

- Conduct a knowledge-sharing session to reflect on Phase 3 backend challenges and solutions.
- Finalize and archive backend documentation and code changes.
- Create an action plan for Phase 4 backend development, including API enhancements and database improvements.

Frontend Team Deliverables:

December 23, 2024: User Experience Enhancements

- Address final user feedback on Phase 3 features.

- Polish UI components to improve user navigation and overall usability.
- Review analytics data to identify potential UI improvements and refine onboarding or role management features.

December 24, 2024 (Holiday)

- **No work planned.**

December 25, 2024 (Holiday)

- **No work planned.**

December 26, 2024: Performance and Optimization

- Focus on optimizing frontend performance, improving load times for large datasets and enhancing visual feedback on critical actions.
- Finalize any outstanding UI bugs that may hinder the user experience.
- Optimize UI components for smooth integration with backend updates in Phase 4.

December 27, 2024: Final Review and Sprint Planning

- Review all frontend deliverables, including component designs and testing results.
- Prepare frontend assets for Phase 4, including wireframes and UI component libraries.
- Plan sprints for Phase 4 frontend development with clear goals, deliverables, and timelines.

UI/UX Team Deliverables

December 23, 2024: Finalization of Phase 3 Design Updates

- Ensure all Phase 3 visual assets are archived and updated in the design system.
- Address any post-launch design feedback related to usability, accessibility, or user engagement.
- Finalize any minor tweaks for role management and onboarding UI based on user insights.

December 24, 2024 (Holiday)

- **No work planned.**

December 25, 2024 (Holiday)

- **No work planned.**

December 26, 2024: Phase 4 Design Prototyping

- Begin designing high-fidelity prototypes for Phase 4 features, with a focus on advanced role management and multi-location volunteer features.
- Review and update accessibility features for Phase 4.
- Prepare detailed mockups for cross-functional collaboration.

December 27, 2024: Retrospective and Ideation

- Conduct a UI/UX retrospective to evaluate the design and user experience outcomes from Phase 3.
- Brainstorm improvements for Phase 4, especially focusing on gamification and user retention strategies.
- Archive all updated design documents and prepare for design reviews with stakeholders.

Key Focus Areas for Week 16:

1. **Post-Deployment Support:** Ensure any post-launch issues from Phase 3 are addressed promptly, and monitor system performance.
2. **Optimization:** Focus on performance refinements for backend and frontend systems, particularly handling large datasets and ensuring smooth user interactions.
3. **Phase 4 Preparation:** Begin work on Phase 4 design and development, ensuring that UI/UX, frontend, and backend teams are aligned on upcoming features.
4. **Knowledge Sharing and Documentation:** Share lessons learned from Phase 3, archive documentation, and refine workflows to optimize Phase 4 execution.