

# OPT Portal Project Week 35 Deliverables

**Objective:** Execute structured project closure and initiate support continuity measures. Emphasis will be placed on completing final retrospectives, reinforcing system stability, archiving documentation, and supporting onboarding of long-term maintainers.

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## Backend Team Deliverables

### May 19–20, 2025: Final Stability Testing and Monitoring Enhancements

- Conduct a final round of backend system tests to ensure all services remain stable under realistic user loads.
- Enhance monitoring by integrating additional alerts for API response anomalies, database lag, and queue latencies.
- Review error logs and performance metrics to confirm all high-severity bugs have been resolved or triaged.
- Verify redundancy, failover mechanisms, and recovery protocols are working as intended in production.

### May 21, 2025: Long-Term Maintenance Readiness

- Document and tag all long-running services and critical endpoints requiring frequent monitoring or scaling oversight.
- Prepare a maintenance schedule for backend updates (security patches, dependency upgrades).
- Provide a walkthrough of CI/CD pipelines, emphasizing rollback procedures and safe deployment practices.

### May 22–23, 2025: Backend Archive and Ownership Transition

- Organize all backend documentation, configuration files, and deployment scripts into a version-controlled knowledge repository.

- Assign ownership of services to designated support engineers and confirm they have access to required systems.
  - Archive non-essential legacy components that are no longer in use, after final confirmation.
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## **Frontend Team Deliverables**

### **May 19–20, 2025: UI Consistency Check and Code Cleanup**

- Conduct a comprehensive UI audit to verify consistency across different browsers and devices.
- Clean up unused components, styles, and redundant scripts within the frontend codebase.
- Ensure all third-party libraries are updated and reviewed for security and compatibility issues.

### **May 21, 2025: Onboarding Support for Maintenance Team**

- Prepare a simplified setup guide for future frontend developers including prerequisites, project setup, and build instructions.
- Record short videos or host live sessions for walking through code structure, key workflows, and frontend-backend integration.

### **May 22–23, 2025: Asset Finalization and Archival**

- Organize and store final UI component libraries and design-token files in a shared drive with clear version labeling.
  - Tag the frontend Git branch to indicate stable release and project completion.
  - Finalize README and contribution guides for future contributors.
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## **UI/UX Team Deliverables**

### **May 19, 2025: Usability Review and Edge Case Testing**

- Conduct final usability tests on core features, targeting accessibility, edge case handling, and interaction fluidity.
- Validate visual alignment of components in responsive views and verify adherence to WCAG 2.1 standards.

### **May 20–21, 2025: Long-Term Design System Guidance**

- Create and deliver a "Design System Maintenance Guide" covering usage patterns, theming strategies, and update protocols.
- Package reusable Figma components and update design libraries with naming conventions and references.

### **May 22–23, 2025: Final UI/UX Knowledge Handoff**

- Host a handoff session to explain design workflows, handoff practices, and collaboration norms to product and engineering teams.
- Provide direct answers to any outstanding design or experience questions from other teams.
- Archive all design iterations, research findings, and documentation for future auditing.

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## **General / Project Management Deliverables**

### **May 19, 2025: Knowledge Base and Support Transition Plan**

- Finalize the knowledge base that includes all SOPs, runbooks, and escalation workflows.
- Develop and circulate a support transition matrix outlining primary and secondary owners for all system components.
- Confirm support schedule and access for cross-functional support coverage.

### **May 20–21, 2025: Cross-Team Closure Coordination**

- Review all deliverables from backend, frontend, and UI/UX teams for completeness and alignment with project goals.
- Collect sign-offs from respective leads confirming successful closure of their functional areas.
- Coordinate any outstanding actions that need cross-team collaboration before handoff.

### **May 22, 2025: Final Stakeholder Summary & Metrics Reporting**

- Compile performance metrics, user feedback highlights, and deployment success metrics into a final stakeholder-facing presentation.
- Prepare a summarized "project at a glance" document capturing KPIs, issues resolved, milestones met, and impact delivered.

### **May 23, 2025: Official Project Closure and Celebration**

- Host a closing meeting with stakeholders and core contributors to reflect on project journey and celebrate achievements.
  - Thank team members for contributions and share highlights and appreciations from leadership and users.
  - Archive project communication channels, boards, and project tracking tools, noting where future support will occur.
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