Kanban Board Project Week 39 Deliverables

Objective:
 Transition fully into the maintenance phase by reinforcing system reliability, finalizing all documentation, completing team onboarding for ongoing support, and conducting performance audits. Ensure all teams are equipped with necessary tools and knowledge to sustain the platform post-handover.

Backend Team Deliverables

May 19–20, 2025: Stability Reinforcement and Support Setup

- Validate the stability of all backend services by monitoring logs, performance graphs, and alert systems.

- Set up a backend support rota for the next quarter, including primary and secondary contacts.

- Review server logs for minor warnings or anomalies that were deprioritized during launch and triage accordingly.

- Establish automated log rotation, archival schedules, and backup protocols to maintain long-term service health.

May 21, 2025: Scalability Audit and API Health Assessment

- Perform a health check on all active APIs using automated tools and manual endpoint testing.

- Benchmark database response times under concurrent usage conditions and optimize any detected slow queries.

- Review service-level agreements (SLAs) for uptime, latency, and throughput, and document compliance or gaps.

- Generate a report on system scalability with suggested areas for infrastructure enhancement.

May 22–23, 2025: Technical Debrief and Team Alignment

- Conduct a backend team debrief session to share key learnings from the build-to-release cycle.

- Update internal backend wikis and Confluence pages with finalized knowledge, including edge-case handling.

- Consolidate reusable scripts and tools (e.g., DB migration scripts, log parsers) for use in future projects.

- Coordinate with DevOps for a final CI/CD checklist review and deployment audit.

Frontend Team Deliverables

May 19–20, 2025: Core UX Validation and Component Consistency Check

- Conduct a functional walkthrough of major UI flows to ensure no post-release regressions have emerged.

- Review and correct any minor inconsistencies in styling, typography, and animation across components.

- Confirm component alignment with the latest UI/UX specifications, especially for task and board interactions.

- Re-test integration points between frontend and backend (e.g., real-time updates, API syncs).

May 21, 2025: Progressive Enhancement and Accessibility Compliance

- Review and improve frontend code for accessibility, ensuring keyboard navigation, ARIA labels, and screen reader compatibility.

- Implement progressive enhancements to ensure functional support for lower-end devices or slower networks.

- Document accessibility features and limitations in the codebase for future improvement planning.

May 22–23, 2025: Final Frontend Wrap-Up and Handoff

- Finalize the frontend wiki with details on component structure, reusable elements, and integration layers.

- Archive all production builds, version tags, and staging configurations in GitHub for future reference.

- Ensure all third-party dependencies are documented, up-to-date, and secured for long-term usage.

- Host a frontend knowledge sharing session for maintainers and QA engineers.

UI/UX Team Deliverables

May 19–20, 2025: UX Flow Mapping and Journey Validation

- Map final user journeys across task management, board creation, and collaboration workflows.

- Validate whether the actual UX matches the initial user personas and journey maps developed during planning.

- Annotate deviations and gather insights for improvement in future design projects.

May 21, 2025: Design System and Branding Finalization

- Conduct a complete audit of the design system, including typography, spacing, grid structure, and color accessibility.

- Confirm the brand guidelines are accurately reflected in all UI views and navigation patterns.

- Archive design libraries in shared repositories with clear instructions for access and updates.

May 22–23, 2025: Cross-Team Feedback Review and Documentation Closure

- Analyze and compile feedback from developers, QA, and stakeholders regarding the implementation of designs.

- Document any known constraints, compromises, or planned follow-ups in the final UX notes.

- Participate in a wrap-up session with product managers and tech leads to review UI/UX effectiveness and strategic alignment.

General & Cross-Team Deliverables

May 19–20, 2025: Maintenance Planning and Risk Register Closure

- Develop a long-term maintenance roadmap covering bug triage procedures, minor release timelines, and regression testing protocols.

- Review the project risk register, mark resolved risks as closed, and escalate any long-term risks to the support team.

- Schedule periodic system health reviews and assign responsibilities for post-handover operations.

May 21, 2025: Project Health Summary and Final Metrics Compilation

- Prepare a summary report that includes user adoption, feature usage metrics, error rates, and system uptime.

- Compare actual KPIs against project targets and outline any follow-up initiatives to close the gaps.

- Update project dashboards with final project status and link relevant artifacts (reports, logs, guides).

May 22–23, 2025: Closure Presentation and Support Enablement

- Present the final project overview to leadership and key stakeholders, highlighting the impact, success metrics, and roadmap.

- Deliver the final package of project assets (designs, documentation, test cases, setup scripts) to the designated support team.

- Conduct a transition ceremony or session to formally conclude the project and distribute recognition where due.

- Archive communication channels and repositories, tagging them for internal reference and future reactivation if needed.