OPT Portal Project Week 12 Deliverables

(November 25 - November 29, 2024)
Objective: Begin Phase 3 development while ensuring continued stability and performance of the OPT Portal post-Phase 2 enhancements. Key priorities for this week include foundational development for Phase 3 features, implementing new user-centric functionalities, addressing outstanding technical debt, and planning for upcoming iterations.

Backend Team Deliverables

November 25, 2024: *Phase 3 Foundation Setup*

- Task: Finalize schema updates for new Phase 3 features (e.g., enhanced Volunteer Role Management and Timesheet Tracking).
- Task: Establish new APIs for Software Tour (onboarding feature).
- Task: Implement API stubs for future functionalities, including Volunteer Role Assignment Enhancements.
- Task: Begin migration of selected legacy data to the updated schema.

November 26, 2024: *Volunteer Role Enhancements*

- Task: Extend the role assignment API for multi-project managers and multi-role assignments.
- Task: Implement a batch API for managing volunteers across multiple projects.
- Task: Optimize API response time for Volunteer Search queries.

November 27, 2024: *System Performance Enhancements*

- Task: Perform a deep analysis of database performance metrics and fine-tune indexing strategies.
- Task: Optimize caching mechanisms for frequent data queries (Redis or CloudFront).
- Task: Refactor code for Volunteer Profile and List APIs to improve response reliability.

November 28, 2024: *Feature Testing and Data Integrity Checks*

- Task: Conduct rigorous integration tests for new APIs using Postman and automated frameworks.
- Task: Ensure data consistency between Kanban and OPT Portal databases post-integration.
- Task: Validate the new schema's compatibility with historical data queries.

November 29, 2024: *Documentation and Knowledge Transfer*

- Task: Update technical documentation for newly added APIs and database changes.
- Task: Archive schema migration scripts and testing logs for future reference.
- Task: Conduct a backend team knowledge-sharing session on Phase 3 requirements.

Frontend Team Deliverables

November 25, 2024: *New Feature Prototypes and Bug Fixes*

- Task: Begin prototyping the UI for the Software Tour feature.
- Task: Address minor UI/UX bugs reported in Volunteer List and Profile pages.
- Task: Conduct a follow-up Lighthouse audit to validate Phase 2 optimizations.

November 26, 2024: *Role Management UI Enhancements*

- Task: Add batch role assignment UI for multi-project volunteers and managers.
- Task: Implement a filter-based Volunteer Search component for the dashboard.
- Task: Begin implementing a guided flow for onboarding new volunteers.

November 27, 2024: *UI Performance Optimization*

- Task: Optimize component rendering using React.memo and lazy loading for Volunteer List components.
- Task: Implement skeleton loaders for data-heavy pages to improve perceived performance.
- Task: Refactor reusable UI components for better code maintainability.

November 28, 2024: *Integration Testing and Sync Validation*

- Task: Validate frontend-backend synchronization for new role management APIs.
- Task: Conduct UI tests to ensure error-free user flows for role assignment and profile updates.
- Task: Test responsiveness of new UI elements on mobile and tablet devices.

November 29, 2024: *Documentation and Planning*

- Task: Update frontend component library documentation with new components.
- Task: Conduct a brainstorming session to refine onboarding and Software Tour designs.
- Task: Prepare a UI/UX backlog for future Phase 3 sprints.

UI/UX Team Deliverables

November 25, 2024: *Phase 3 Initial Designs*

- Task: Create wireframes and prototypes for the Software Tour onboarding experience.
- Task: Review and refine designs for enhanced Volunteer Role Assignment workflows.
- Task: Conduct a quick survey with stakeholders to gather inputs on priority features.

November 26, 2024: *Accessibility and Compliance Audits*

- Task: Perform a WCAG compliance audit for recently added UI elements.
- Task: Update design standards with new accessibility recommendations.
- Task: Design visually distinct states for error messages and success indicators.

November 27, 2024: *Design Testing and Feedback*

- Task: Conduct user testing sessions to validate Software Tour prototypes.
- Task: Refine designs based on feedback from testing sessions.
- Task: Collaborate with developers to ensure design feasibility.

November 28, 2024: *Visual Enhancements and Assets*

- Task: Prepare visual assets for Software Tour implementation (e.g., icons, animations).
- Task: Update the design system with new components for Phase 3.
- Task: Begin planning for a comprehensive branding refresh.

November 29, 2024: *Retrospective and Ideation*

- Task: Conduct a design retrospective to evaluate progress and learnings from Phase 2.
- Task: Host a brainstorming session for long-term design enhancements.
- Task: Archive updated design files and document key decisions for Phase 3.

Key Focus Areas for Week 12

1. **Phase 3 Kickoff:** Establish foundational development for Software Tour, advanced role management, and onboarding features.
2. **Performance and Usability Enhancements:** Address outstanding technical debt and refine UI/UX based on feedback.
3. **Integration and Testing:** Ensure seamless integration of new features with existing modules through rigorous testing.
4. **Documentation and Planning:** Maintain detailed documentation for development and design and plan for upcoming iterations.