

OPT Portal Project Week 14 Deliverables

(December 9 - December 13, 2024)

Objective: Finalize Phase 3 development with a focus on deployment readiness, comprehensive testing, and user training. Address remaining feedback, refine onboarding and role management features, and enhance overall system stability.

Backend Team Deliverables

December 9, 2024: Performance and API Refinement

- Finalize optimizations for batch timesheet tracking API, including error handling for edge cases.
- Enhance caching mechanisms to minimize latency in Volunteer Search and Role Assignment APIs.
- Begin implementation of audit logs for API activities to ensure compliance and traceability.

December 10, 2024: Security and Robustness

- Perform a final security review for APIs introduced in Phase 3, focusing on role-based access control.
- Implement JWT token expiration handling for improved session security.
- Harden database queries against SQL injection and other vulnerabilities using enhanced sanitization techniques.

December 11, 2024: Cross-Module Integration

- Integrate Software Tour onboarding with existing user role workflows.
- Finalize data sync between the Kanban Portal and the OPT Portal for real-time updates.
- Implement fallback mechanisms to handle API downtime or errors gracefully.

December 12, 2024: User Feedback Integration

- Address backend-related feedback from user testing sessions, ensuring seamless functionality.
- Adjust role revocation workflows to include optional notifications for affected users.
- Begin developing a data archival feature for obsolete roles or timesheets.

December 13, 2024: Deployment Preparation

- Finalize backend deployment scripts for Phase 3 release.

- Archive performance metrics, schema updates, and detailed documentation for future reference.
 - Conduct a backend retrospective to identify challenges and suggest improvements for Phase 4.
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Frontend Team Deliverables

December 9, 2024: Onboarding UI Enhancements

- Finalize Software Tour UI for a consistent, interactive onboarding experience.
- Ensure dynamic tutorial content is accessible and personalized for all user roles.
- Add a skip/resume feature for the onboarding flow.

December 10, 2024: Role Management Workflow Refinement

- Polish drag-and-drop role assignment UI for improved user experience.
- Add real-time visual feedback for multi-role assignment and revocation actions.
- Implement loading indicators for asynchronous role management actions.

December 11, 2024: Testing and Bug Fixes

- Conduct cross-browser compatibility testing for all Phase 3 UI features.
- Resolve any lingering performance issues related to large datasets in Volunteer Management pages.
- Validate responsive behavior of the UI on different devices and screen sizes.

December 12, 2024: Usability Improvements

- Incorporate frontend-related user feedback from recent test sessions.
- Add tooltips and in-app guidance to clarify complex workflows.
- Enhance client-side validation for improved error handling in role and timesheet forms.

December 13, 2024: Deployment Readiness

- Prepare a final release build for the frontend with all Phase 3 features integrated.
 - Archive frontend artifacts, including designs, reusable components, and performance reports.
 - Conduct a team-wide demo showcasing all implemented features for stakeholder approval.
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UI/UX Team Deliverables

December 9, 2024: Final Design Adjustments

- Refine UI/UX designs based on feedback from mock user sessions.
- Adjust onboarding flow visuals to include more intuitive navigation cues.
- Create a “role overview” dashboard mockup for better volunteer management.

December 10, 2024: Accessibility Validation

- Conduct a final WCAG compliance audit for all Phase 3 features.
- Ensure all critical workflows meet usability standards for users with disabilities.
- Finalize color contrast adjustments and keyboard navigation support.

December 11, 2024: User Feedback Integration

- Incorporate usability feedback into designs, focusing on smoother onboarding and role workflows.
- Host a quick feedback session with stakeholders to validate critical design changes.

December 12, 2024: Visual Enhancements

- Deliver final icons, animations, and illustrations for onboarding and role management UI.
- Update the design system with all new visual assets for consistency.

December 13, 2024: Retrospective and Planning

- Conduct a UI/UX retrospective to evaluate Phase 3 processes and outcomes.
- Archive updated design documents and user feedback for reference in Phase 4.
- Begin preliminary brainstorming for Phase 4 features, emphasizing user retention.

Key Focus Areas for Week 14

- **Deployment Readiness:** Ensure all features are thoroughly tested and prepared for release.
- **Feedback-Driven Refinement:** Address feedback from internal and external users to polish Phase 3.
- **Documentation and Handoffs:** Create comprehensive documentation to support maintenance and future enhancements.
- **Team Retrospective:** Reflect on challenges and successes to improve workflows for future phases.