OPT Portal Project Week 10 Deliverables

(November 11 - November 15, 2024)

Objective: Complete Phase 2 of the OPT Portal and make it live. The focus is on finalizing all remaining features, conducting comprehensive testing, and ensuring a smooth deployment to production. Key priorities include system optimization, final user acceptance testing (UAT), and documentation.

Backend Team Deliverables:

November 11, 2024: Final API Enhancements and Optimization

- **Task:** Finalize any remaining API integrations and optimize query performance for key endpoints.
- **Task:** Review and address any pending bugs or enhancement requests identified during Week 9's monitoring.
- **Task:** Perform a final security audit, including penetration testing and validation of RBAC controls.

November 12, 2024: Data Migration and Backup Configuration

- **Task:** Conduct a full data migration test from the staging environment to the production environment.
- **Task:** Set up automated backup schedules using AWS Backup for all critical databases.
- **Task:** Validate data integrity post-migration and ensure consistency across environments.

November 13, 2024: Load Testing and Scalability Optimization

- **Task:** Perform stress and load testing using tools like JMeter to ensure the system can handle peak traffic.
- **Task:** Implement database and server optimizations based on load testing results.
- **Task:** Review and refine caching mechanisms (Redis, API Gateway) to improve response times.

November 14, 2024: Production Deployment and Monitoring Setup

- **Task:** Deploy Phase 2 to the production environment during off-peak hours.
- **Task:** Set up real-time monitoring dashboards (AWS CloudWatch, Datadog) for system health and performance metrics.

- **Task:** Enable error tracking with Sentry and configure automated alerts for any critical failures.

November 15, 2024: Post-Deployment Validation and Support

- **Task:** Conduct final UAT with a focus on end-to-end workflows.
- **Task:** Address any last-minute issues identified during UAT.
- **Task:** Document deployment steps, rollback procedures, and post-launch support plan.

Frontend Team Deliverables:

November 11, 2024: UI/UX Final Adjustments and Bug Fixes

- **Task:** Address any outstanding UI/UX bugs reported during Week 9.
- **Task:** Ensure all frontend components are optimized for performance, including lazy loading and image compression.
- **Task:** Validate cross-browser compatibility and responsiveness across all devices.

November 12, 2024: User Acceptance Testing (UAT) Support

- **Task:** Assist with UAT by providing user training sessions and guides for key features.
- **Task:** Implement minor enhancements based on user feedback during the testing phase.
- **Task:** Conduct a final code review and clean up any redundant code.

November 13, 2024: Reporting and Dashboard Optimization

- **Task:** Optimize dashboard widgets and reports for real-time data visualization.
- **Task:** Ensure seamless data synchronization between frontend and backend for all timesheet and reporting modules.
- **Task:** Finalize export functionalities for summary reports (CSV, PDF).

November 14, 2024: Production Readiness and Deployment

- **Task:** Prepare and test deployment scripts for frontend production deployment.
- **Task:** Coordinate with the backend team to ensure a smooth deployment process.
- **Task:** Monitor frontend performance metrics post-deployment and address any immediate issues.

November 15, 2024: Final Documentation and Handoff

- **Task:** Complete and review documentation for all frontend components, including user guides and release notes.
- **Task:** Conduct a knowledge transfer session for the support team on newly deployed features.

- **Task:** Archive all project artifacts and code for future reference.

UI/UX Team Deliverables:

November 11, 2024: Final User Experience Enhancements

- **Task:** Conduct a final review of all UI components to ensure consistency with design standards.
- **Task:** Refine visual cues for error handling, notifications, and success messages.
- **Task:** Implement any last-minute design tweaks based on UAT feedback.

November 12, 2024: Accessibility and Compliance Check

- **Task:** Perform a final accessibility audit (WCAG compliance) on critical workflows.
- **Task:** Ensure all forms and interactive elements are accessible via keyboard and screen readers.
- **Task:** Document accessibility compliance findings and future improvement areas.

November 13, 2024: User Feedback Integration

- **Task:** Analyze user feedback from UAT and implement quick wins for usability improvements.
- **Task:** Update design prototypes to reflect any changes made during development.
- **Task:** Prepare a usability report summarizing key insights and future recommendations.

November 14, 2024: Launch Support and Marketing Collateral

- **Task:** Design launch announcements, including email templates and social media banners.
- **Task:** Collaborate with the marketing team to prepare user onboarding materials.
- **Task:** Create quick reference guides and FAQs for the newly launched features.

November 15, 2024: Final Review and Retrospective

- **Task:** Conduct a comprehensive design review and closeout meeting with all teams.
- **Task:** Document lessons learned and prepare a post-launch design roadmap.
- **Task:** Archive design assets and update the design system for future projects.

Key Focus Areas for Week 10:

1. **Phase 2 Completion and Go-Live:**
   - Finalize all remaining development tasks and ensure deployment readiness.

- ○ Prioritize stability, security, and performance in the production environment.
2. **Comprehensive Testing and UAT:**
   - ○ Conduct rigorous UAT to validate all functionalities.
   - ○ Address any critical issues identified before making the system live.
3. **Deployment and Post-Launch Support:**
   - ○ Deploy Phase 2 to production and set up real-time monitoring.
   - ○ Provide immediate support for any post-launch issues and ensure system stability.
4. **Documentation and Handoff:**
   - ○ Finalize comprehensive documentation for end users and support teams.
   - ○ Conduct knowledge transfer sessions and ensure smooth project handover.