

OPT PORTAL PHASE 2

REQUIREMENTS.

Team

Gayathri Vummenthala

Rahul Ashok Kodate

Saurav Shaw

Rajas Telang

Visrutha Abbaiah Reddy

More TBD

Introduction:

In this phase, our objective is to implement the Timesheet module of the OPT Portal. This feature will enable volunteers to log on and update their weekly working hours efficiently. For the implementation of the Timesheet, we would need:

1. **User Roles and Permissions:**

- Clearly define user roles: volunteers, project managers/mentors, and system administrators.
- Specify the permissions for each role, such as viewing, submitting, approving, or rejecting timesheets.

2. **Submission Deadlines and Reminders:**

- Define the deadline for timesheet submissions (e.g., end of the week) and specify when automated reminders should be sent to volunteers who haven't submitted.

3. **Approval Workflow:**

- Specify the workflow for timesheet approval, including how long project managers/mentors have to approve or decline a timesheet.
- Consider implementing automated escalation if timesheets are not approved within a certain period (e.g., escalate to higher management).

4. **Email Notifications:**

- Add details on the content and format of the warning emails (e.g., customizable templates).
- Mention notifications for both warnings and ultimate warnings to the volunteers.
- Add approval/rejection email notifications to project managers/mentors.

5. **Warning System:**

- Include a tracking system to log the number of warnings issued to each volunteer.
- Option to reset the warning count after a specified period or based on performance improvements.

6. **Dashboard for Volunteers and Managers:**

- Create a dashboard for volunteers to track their submitted timesheets, approval status, and warnings.
- Managers/mentors can have a dashboard to view and manage timesheets for their team, with sorting/filtering options based on approval status.

7. **Reporting and Analytics:**

- Add a section for reporting, allowing administrators and managers to pull reports on volunteers' working hours, approval rates, and warning counts.
- Include weekly/monthly summaries of hours worked for individuals and teams.

8. **Data Export and Integration:**

- Consider an option for exporting timesheet data to formats like CSV or integration with other systems (e.g., HR or payroll systems).

9. **Security and Audit Trail:**

- Define how timesheets are secured, ensuring only authorized users can access and modify them.
- Implement an audit trail feature to track changes made to timesheets (who approved, who declined, changes in submitted hours, etc.).

By streamlining this process, we aim to enhance accountability and ensure accurate tracking of volunteer contributions, ultimately supporting the overall success of the project. Following Phase 2, we will start Phase 3 that includes Worksheets and also Enhancements for all the other features of the Portal.