

OPT Portal Project Week 9 Deliverables

(November 4 - November 8, 2024)

Objective: Post-deployment stabilization of the Timesheet module, monitor real-time user feedback, address any critical issues, and ensure all components perform optimally. Begin preparation for the next phase by assessing system health, gathering user insights, and planning for future enhancements.

Backend Team Deliverables:

November 4, 2024: Initial Post-Launch Monitoring and Issue Resolution

- **Task:** Monitor timesheet module for any deployment issues or performance bottlenecks using AWS CloudWatch.
- **Task:** Set up automated alerts for API performance metrics and error rates.
- **Task:** Address any immediate bugs or issues reported post-deployment (e.g., escalated approval lags).

November 5, 2024: Security and Data Validation Check

- **Task:** Perform validation on API responses to prevent any data inconsistencies in reports.
- **Task:** Reassess and enhance RBAC (role-based access control) for any additional permissions required by users.
- **Task:** Conduct a secondary audit of encryption mechanisms for data in transit and at rest.

November 6, 2024: Timesheet Module Enhancement Planning

- **Task:** Document any enhancement suggestions based on initial user feedback.
- **Task:** Review escalation thresholds and update automated reminders as needed.
- **Task:** Implement any minor updates to the approval system identified during the post-launch period.

November 7, 2024: Reporting Refinements and Analytics Adjustment

- **Task:** Make adjustments to the summary reports (weekly/monthly) based on feedback from end users.
- **Task:** Refine data export functionality for smooth integration with external tools (HR, payroll).

- **Task:** Conduct additional testing on large datasets to ensure accurate and timely reporting.

November 8, 2024: Retrospective Documentation and Next Phase Planning

- **Task:** Finalize documentation for post-launch activities and lessons learned.
 - **Task:** Prepare backend roadmap for the next phase of OPT portal improvements.
 - **Task:** Organize retrospective meeting notes and summarize critical backend achievements for the Timesheet module.
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Frontend Team Deliverables:

November 4, 2024: Initial Issue Resolution and User Feedback Collection

- **Task:** Address any UI/UX bugs or display issues reported by early users.
- **Task:** Collect user feedback on timesheet module usability and any missing features.
- **Task:** Monitor frontend error logs for any inconsistencies between frontend and backend data display.

November 5, 2024: User Interface Fine-Tuning

- **Task:** Refine the timesheet status indicators based on user feedback.
- **Task:** Adjust layout elements for optimal display on all screen sizes.
- **Task:** Update frontend caching and session management for improved performance.

November 6, 2024: Enhanced Mobile and Accessibility Testing

- **Task:** Conduct comprehensive mobile usability testing on recently added features.
- **Task:** Test and adjust for accessibility, ensuring compliance with WCAG standards.
- **Task:** Document accessibility findings and propose changes for future improvements.

November 7, 2024: Report and Dashboard Optimization

- **Task:** Ensure smooth functionality of summary reports and dashboard widgets.
- **Task:** Optimize loading times for the timesheet and report generation components.
- **Task:** Address any data synchronization issues between the frontend and backend.

November 8, 2024: Deployment Review and Code Documentation

- **Task:** Finalize code documentation for frontend components of the Timesheet module.
 - **Task:** Conduct a code review to clean up redundant code and improve readability.
 - **Task:** Coordinate with backend team for a consolidated post-launch review.
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UI/UX Team Deliverables:

November 4, 2024: Post-Launch User Experience Evaluation

- **Task:** Collect and analyze user feedback on the overall Timesheet module experience.
- **Task:** Review feedback for pain points or usability issues not identified during testing.
- **Task:** Document key insights from user interactions with the Timesheet module.

November 5, 2024: Design Adjustments Based on Feedback

- **Task:** Implement minor design adjustments to improve clarity and usability.
- **Task:** Add additional visual cues for pending and escalated timesheets as needed.
- **Task:** Review mobile interface for optimal alignment with desktop features.

November 6, 2024: Error Messaging and Visual Cue Refinement

- **Task:** Standardize error and success messages for timesheet entries across devices.
- **Task:** Adjust visual cues to highlight important actions (e.g., pending approvals, overdue tasks).
- **Task:** Create a visual consistency guide for future UI components.

November 7, 2024: Accessibility Audit and Future Improvements

- **Task:** Conduct an in-depth accessibility audit focusing on timesheet functionalities.
- **Task:** Document suggestions for accessibility improvements for next phase updates.
- **Task:** Prepare a summary report on UI/UX challenges and future focus areas.

November 8, 2024: Post-Launch Retrospective and Documentation

- **Task:** Finalize user journey maps based on real user interactions and feedback.
- **Task:** Document future UI/UX enhancements identified during the post-launch phase.
- **Task:** Prepare presentation materials for retrospective and share findings with all teams.

Focus Areas for Week 9:

1. **Post-Launch Stabilization and Monitoring**
 - Track and address any initial issues following deployment.
 - Monitor system health, identify performance bottlenecks, and resolve critical bugs.
2. **User Feedback and Incremental Improvements**
 - Collect real-time user feedback on Timesheet module performance and usability.
 - Implement minor enhancements to improve the user experience where feasible.
3. **Reporting and Documentation**
 - Finalize all documentation for backend and frontend components.

- Prepare reports on the launch process, user feedback, and areas for improvement.

4. Next Phase Planning

- Assess feedback and identify areas for further improvement or new feature development.
- Begin planning for the next set of enhancements to the OPT portal.