

# Nexoreva Project Work Flow

## Team Assignments

- Member 1 (Afnan) – User Management & Authentication
- Member 2 (abu)– Onboarding (Intern & Employee)
- Member 3 (shamil)– Work Assignment & Task Tracking
- Member 4 (deepu)– Attendance & Leave Management
- Member 5 (shijas)– Performance Management
- Member 6 (shifan)– Document Management
- Member 7 (mubu)– Communication, Announcements & Dashboards

## Workflow with Explanations

### Day 1: Project Kickoff & Setup

All Members (collaborative)

1. Requirement Review: Briefly revisit requirements for mutual understanding.
2. Project Setup:
  - Create Django project repo
  - Set up virtual environment, install Django and dependencies
  - Initialize SQLite3
  - Establish standard folder structure
3. Database Design Discussion:
  - Together, draft ERD (Entity Relationship Diagram) for all modules
  - Define core models (User, Employee, Intern, Task, Attendance, etc.)
  - Agree on key relationships & shared fields
4. Assign modules to each member

### Day 1–2: Core Infrastructure & Module Scaffolding

#### Member 1: User Management & Authentication

- Implement custom User model (with roles: Admin, HR, Manager, Employee, Intern)
- Set up registration/login/logout using Django auth
- Provide role-based permissions/middleware
- Create profile edit/view pages

## **Member 2: Onboarding**

- Build digital onboarding forms for employees/interns (personal info, document upload)
- Automate mentor/supervisor assignment (basic logic)
- Send notifications upon onboarding (use Django signals)

## **Member 3: Work Assignment & Task Tracking**

- Create Task and Assignment models (linked to User)
- Build views: create, assign, view tasks, update status
- Implement file attachments for tasks

## **Member 4: Attendance & Leave**

- Develop check-in/check-out model for daily attendance
- Design leave request, approval workflow (with notifications to HR/Manager)
- Attendance & leave report views

## **Member 5: Performance Management**

- Set up performance goals model and periodic reviews (user-linked)
- Enable managers to fill out reviews, employees/interns to view feedback
- Implement simple export report (CSV, PDF possible for basic version)

## **Member 6: Document Management**

- Implement secure upload/download of documents (offer letters, contracts, etc.)
- Apply access permissions per document type
- Central document repository page

## **Member 7: Communication, Announcements, Dashboards**

- Build announcements/notification system (in-app notifications)
- Integrate calendar/events view
- Develop HR/Admin dashboard: show key stats (attendance, onboarding, leaves, etc.)

## **Day 3: Feature Development & Initial Integrations**

- Each member continues building module features and unit testing.
- Mock data generated/entered by each to facilitate early integration tests.
- Members 1 & 7 coordinate to ensure announcements, dashboards tie into user roles.
- Members 2, 3, and 4 sync to ensure onboarding flows feed into attendance and task assignment.

## **Day 4: Module Integration, Bug Fixes, Team Testing**

- Merge all modules into the main project branch.
- All members test other modules for integration issues and UI/UX consistency.
- Key integration checks:
  - Users can log in → see only their data (role-based access)
  - Successful onboarding flows integrate with user and document repos
  - Assignments, attendance, leave, and performance link to correct users
  - Core dashboards show aggregated data from all modules
- Begin preparing documentation (user manual, API doc if any)

## **Day 5: Polish, Final Testing, and Deployment**

- Final fix and polish on UI, validation, and error handling
- Admin performs UAT (user acceptance testing) end-to-end
- Write README, deployment guide, setup notes
- Deploy to test server (or Heroku/localhost as time permits)
- Team demo/hand-off

## **Module Flow Diagram**

1. Member 1 (User Management) is the core starting point. All other modules depend on User/Role data.
2. Member 2 (Onboarding) uses User profiles and creates Intern/Employee entries, including document uploads (Member 6).

3. Member 3 (Task) and Member 4 (Attendance/Leave) both link with onboarded users.
4. Member 5 (Performance) reviews users who have tasks/attendance tracked.
5. Member 6 (Document) interacts with onboarding and HR/admin documents.
6. Member 7 (Communication/Dashboards) brings information from all modules together for overview/announcements.

## Summary Table

<b>Memb er</b>	<b>Module Name</b>	<b>Key Actions</b>	<b>Dependencies</b>
1	User Auth & Roles	Users, registration, auth, roles	– (core/starting point)
2	Onboarding	Onboard users, assign mentors, docs, notifications	1, 6
3	Work/Task Assignment	Assign/view tasks, upload files	1, 2
4	Attendance & Leave	Check-in/out, leave workflow, reports	1, 2
5	Performance Mgmt	Reviews, goals, exports	1, 3, 4
6	Document Mgmt	Upload/download, permissions, repository	1, 2

7	Announcements/Dashboards	In-app notifications, calendar, analytics/dashboards	All above
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