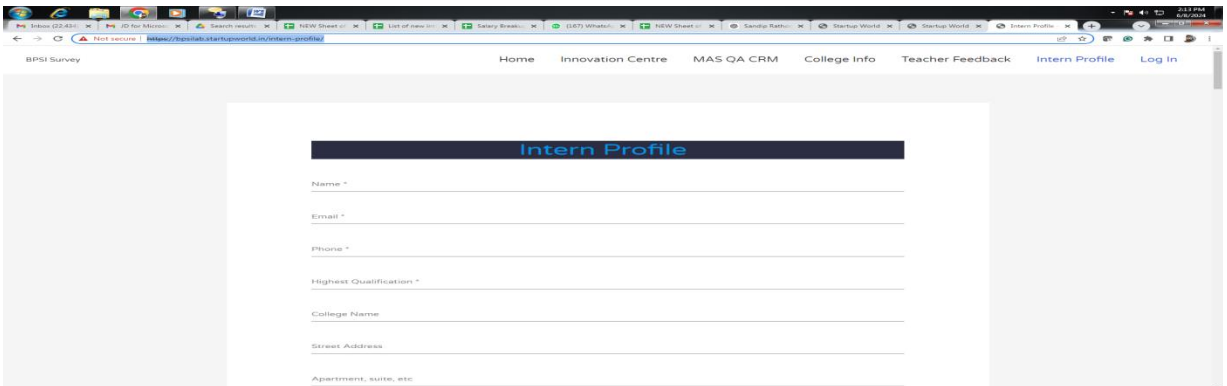
Document for Changes Required in Start World

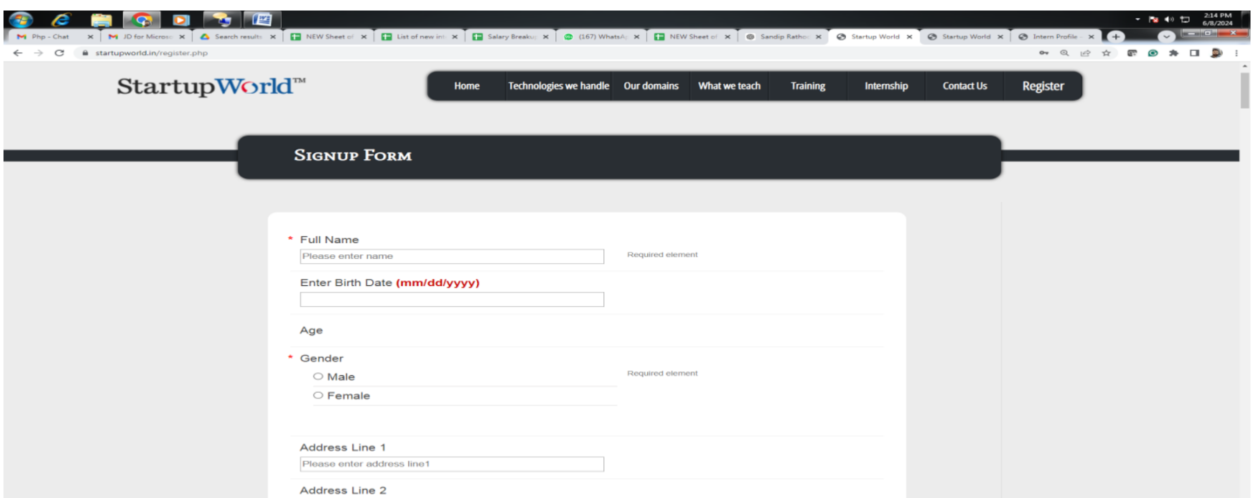
A) To consolidate the current dual registration system into a single registration link that captures all necessary student information.

Current State:

1. **Create Your Profile**



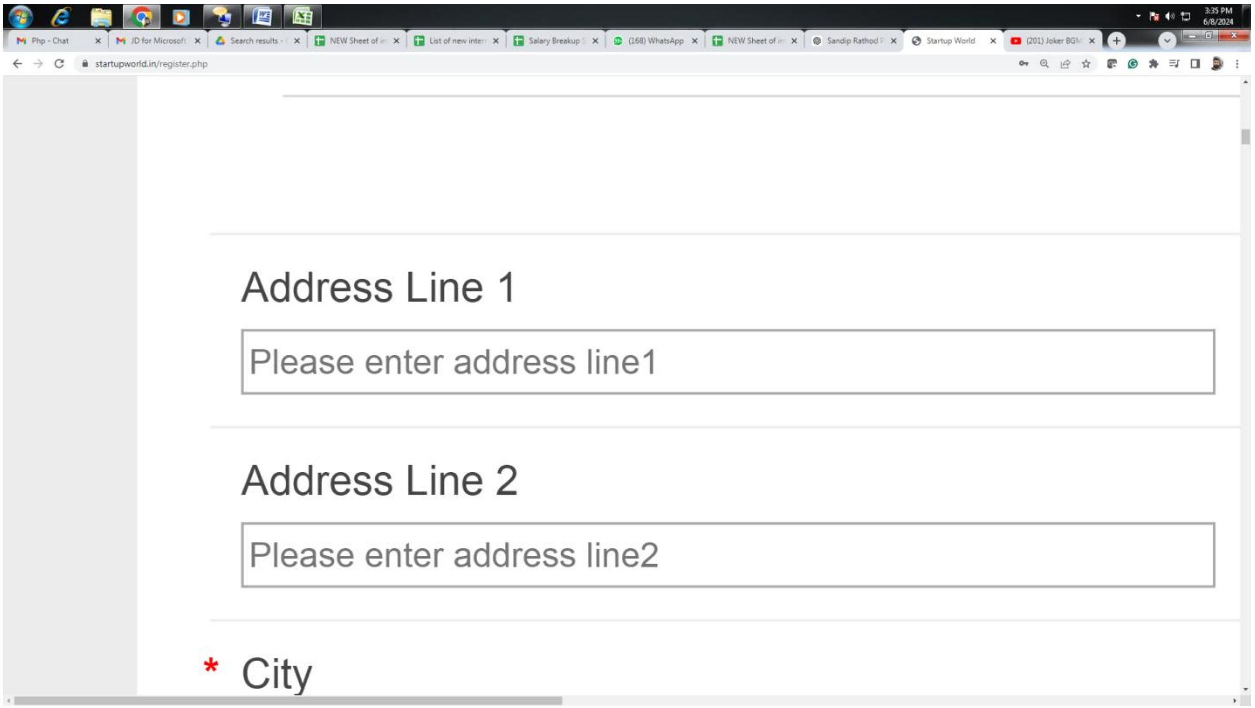
2. **Register Students**



Proposed Changes:

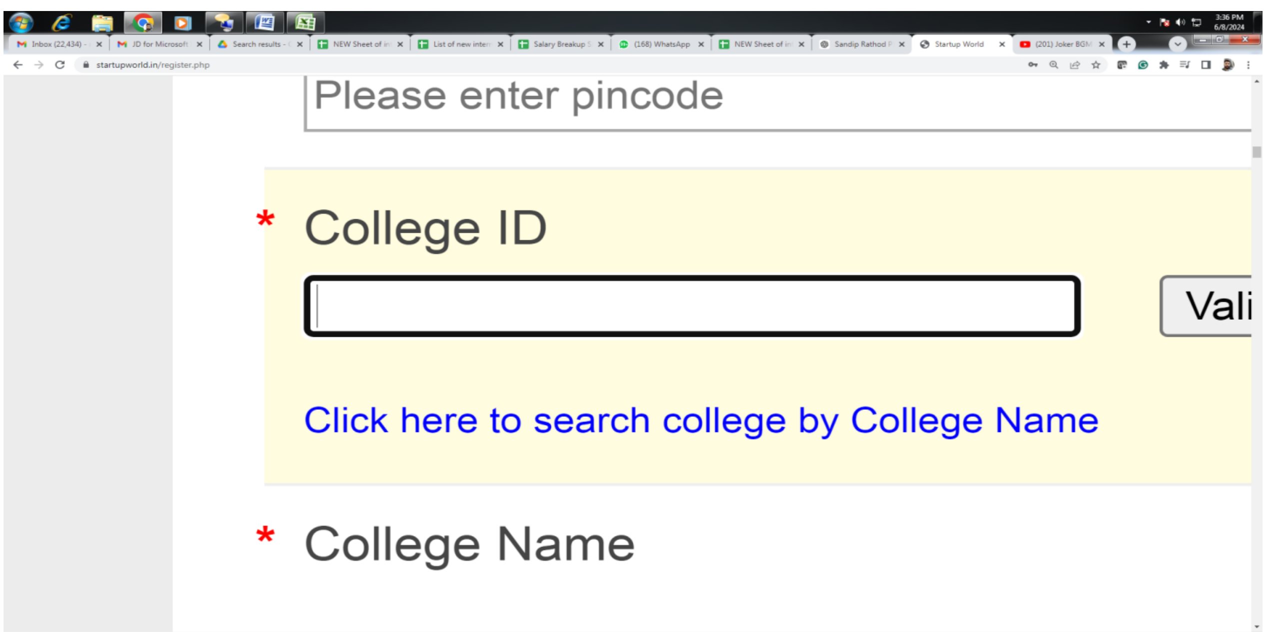
1. **Single Registration Link:**
    - Replace the existing two registration links with one comprehensive registration form.

B) Replace "Address Line 1" and "Address Line 2" fields with:



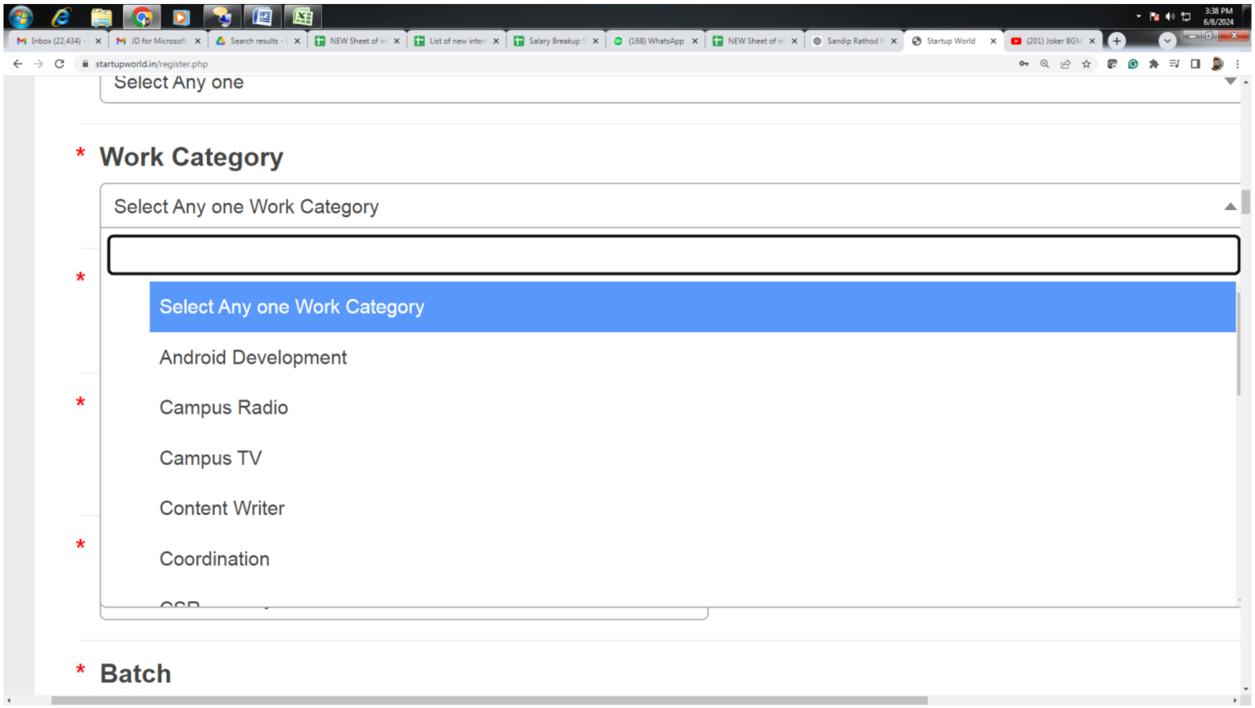
- **Present Address**
- **Permanent Address**

C) Replace "College ID" field with

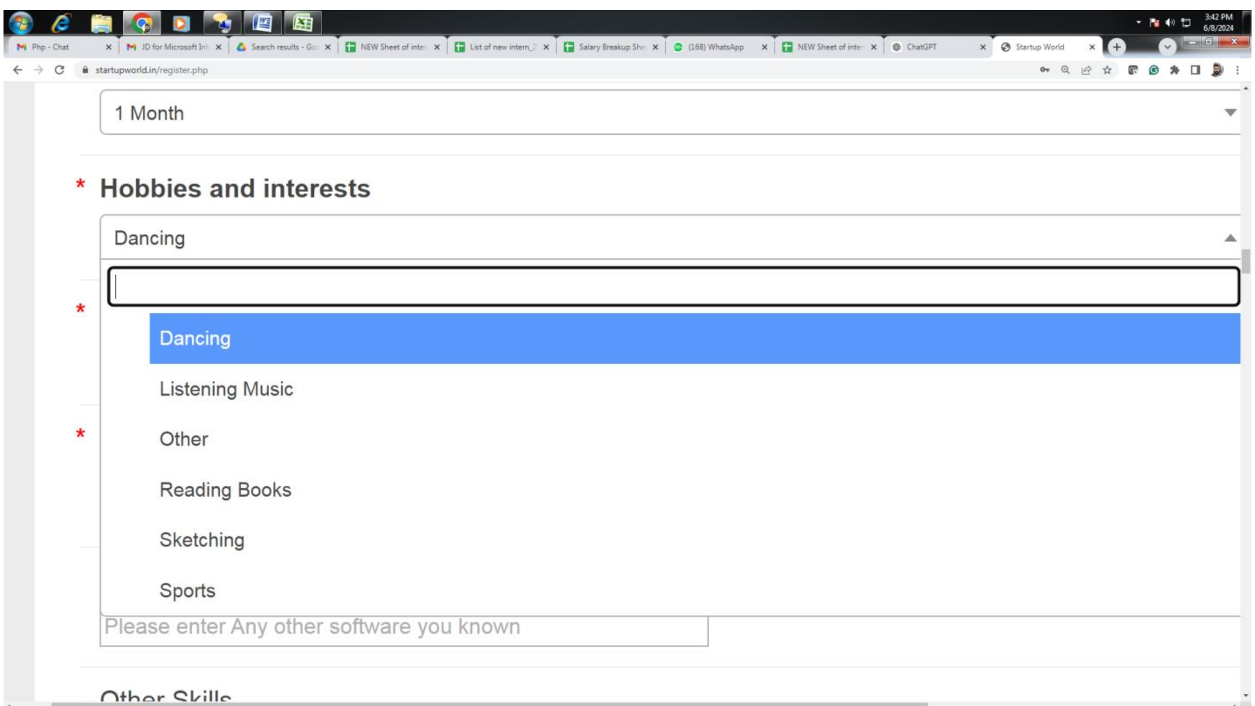


- **AICTE College ID:**

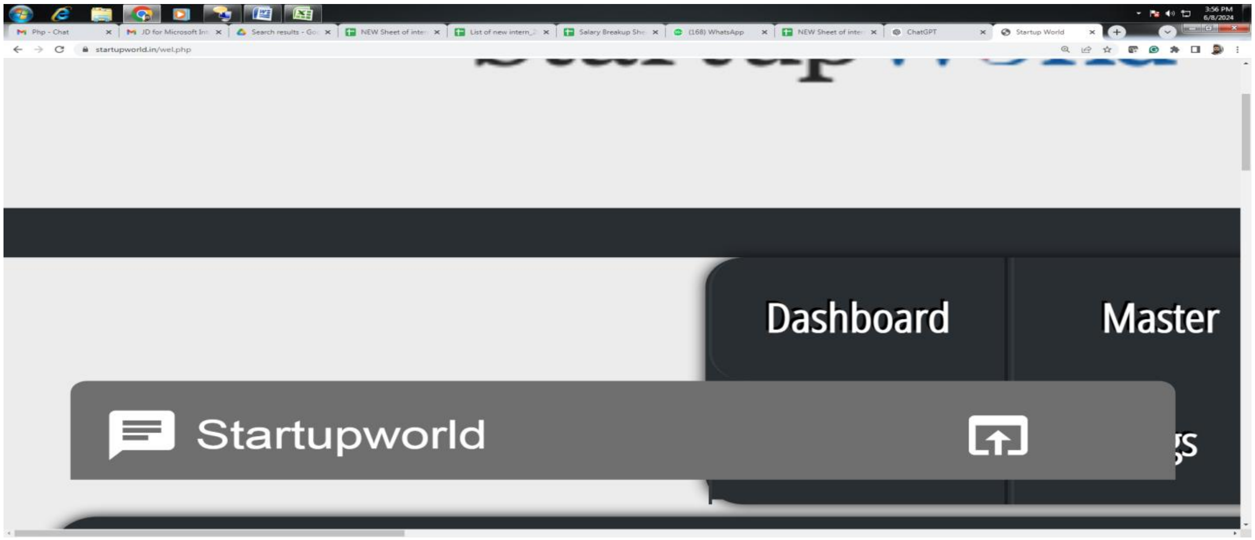
C) **In the "Work Category" section, ensure students can view the job descriptions (JDs).**



D) Candidates should have the ability to input their hobbies, even if they're not listed in the predefined options.



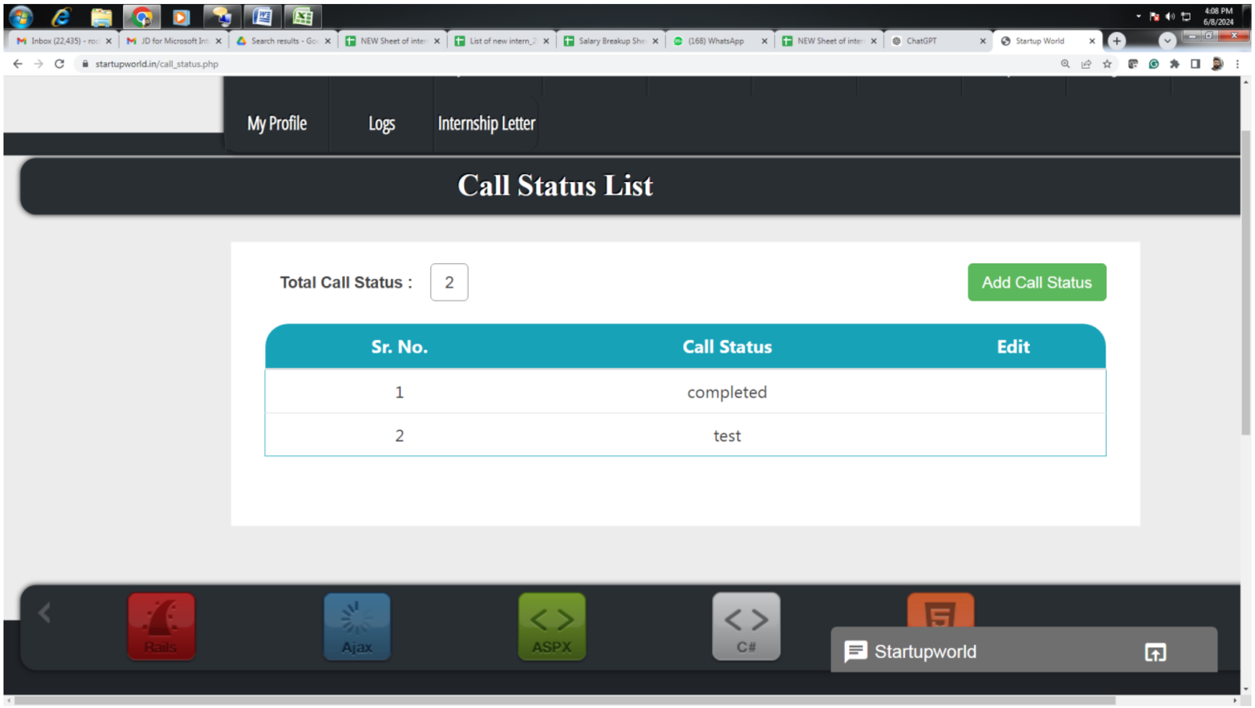
E) Various reporting requirements for a dashboard to track candidate data.



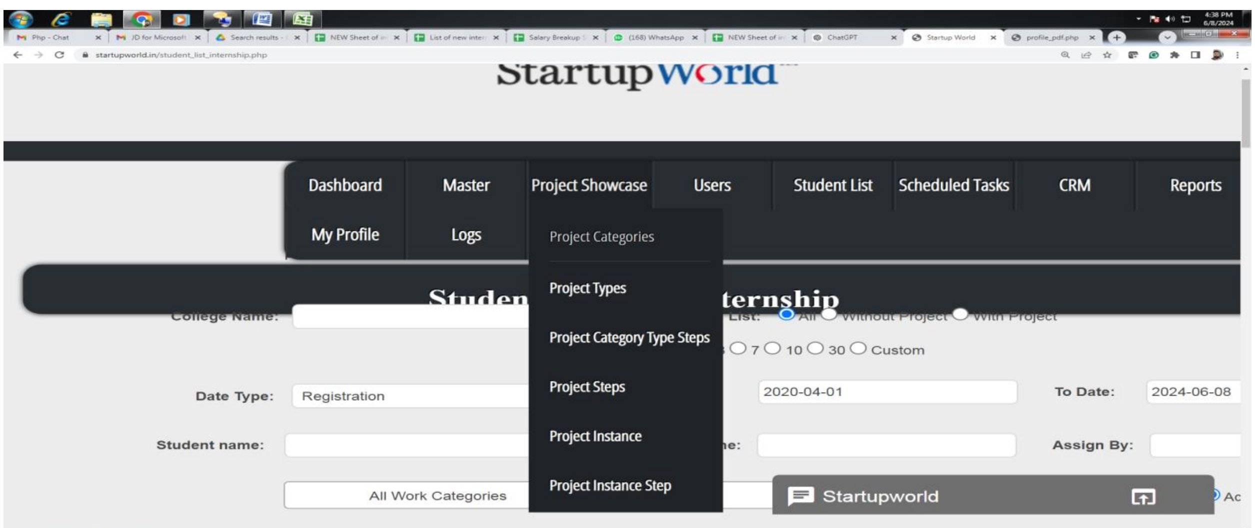
- Total number of candidates registered on Startup World.
- Number of candidates currently working.(ACTIVE)
- Count of candidates who have completed their internship.(Status = completed)
- Number of candidates rejected.(Status = rejected)
- Distinction between candidates assigned to projects/teams and those not assigned.
- Filtering option by the number of candidates assigned work for a specific date.(Status=Work Assigned)
- Tracking of candidates who have submitted work reports for a specific date.(Status=Work Reported)
- Identification of candidates who have received work but haven't reported back.(Status=Report Pending)
- Highlighting of candidates in teams/projects who haven't been assigned work. (Status= Not assigned work)
- Display of the number of candidates absent on a particular date. (Status=Absent)
- Display the number of candidates whom we are not able to connect (Status=No answer)
- Distribution of candidates by state.
- Differentiation between full-time and part-time working candidates.
- Statistics on candidates working from the office versus remotely.
- Number of team mentors.
- Number of team leaders.
- Number of team coordinators.
- Number of project managers.
- Count of students whom we are unable to connect with.
- Tracking of students who registered but indicated during a call that they are not interested in an internship.

All the details should be in numbers only

F) In the overall call status, there should be a section that tracks which employees were able to connect with how many interested candidates during their shift. This section should include the names of the employees alongside the total number of connections made during the shift.



G) Project Showcase



1. Completed Projects:

- List of projects that have been successfully completed by the organization.

2. Current Projects:

- Overview of projects that are currently in progress.

3. Future Projects:

- Planned projects that the organization aims to undertake in the future.

4. Project Descriptions:

- Detailed explanations of each project, including:
  - Project name
  - Objectives and goals
  - Scope
  - Key deliverables
  - Timeline
  - Technologies used (if applicable)
  - Any other relevant details

5. Project Rationale:

- Explanation of the reasons behind working on each project, including:
  - Alignment with organizational goals
  - Market demand
  - Strategic importance
  - Potential benefits

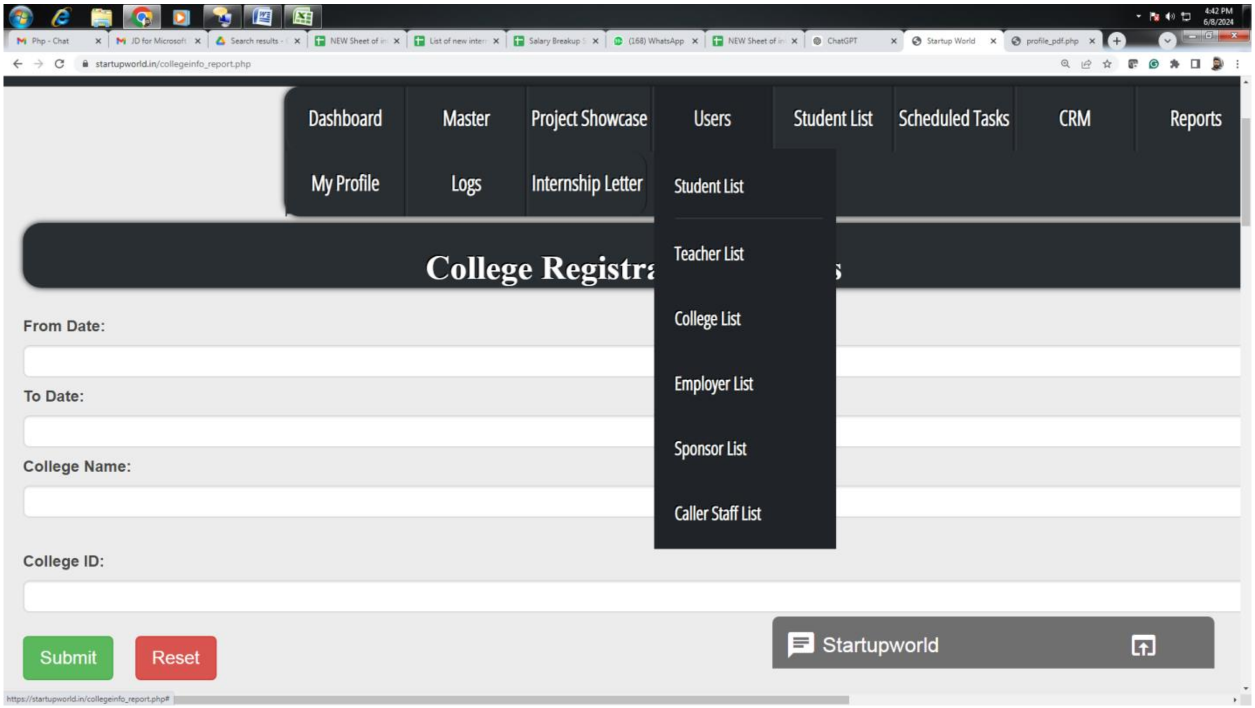
6. Staffing Requirements:

- Description of the ideal candidates sought for each project, including:
  - Skills and qualifications required
  - Roles and responsibilities
  - Job descriptions for each position
  - Number of positions available

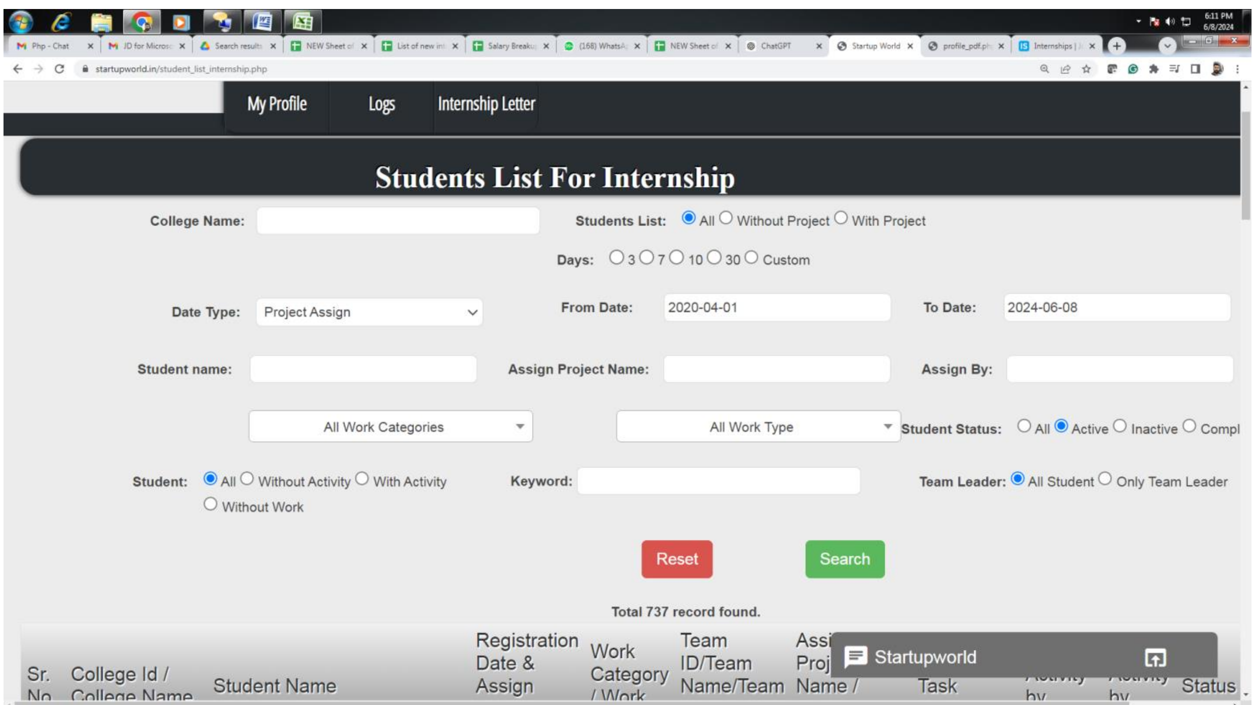
7. Project Management:

- Assignment of project managers for each project, specifying:
  - Name of the project manager
  - Responsibilities
  - Contact information

H) We should have the capability to collect user information, including their name, phone number, email address, and purpose, through our website or application.



I) □ Remove Unnecessary Options:



Remove unnecessary options such as days 3, 7, 10, 30, Custom, and Date Type from the student list.

1. **Fix Non-Working Options:**

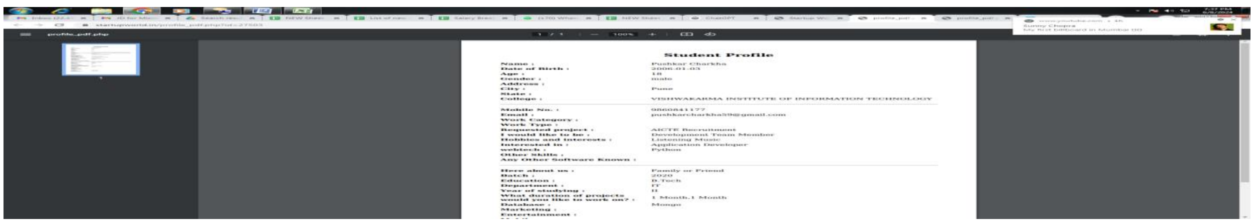
Ensure that all options, such as Assign Project Name and Assign By, are functional and working properly.

2. **Clarify Work Categories and Work Types:**

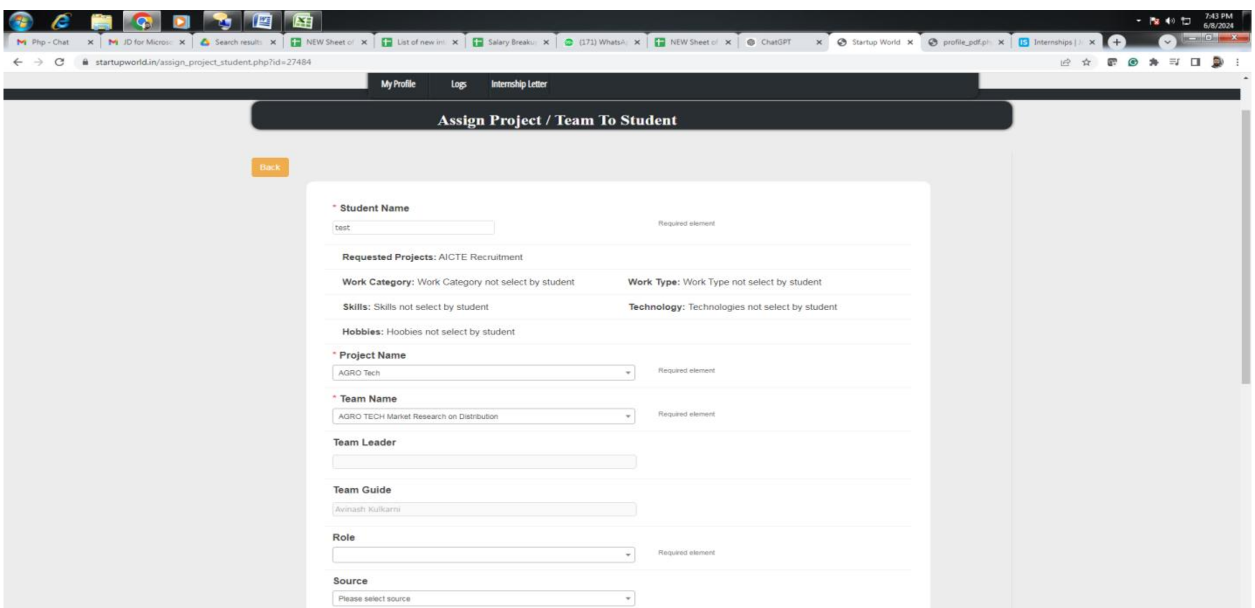
Differentiate between Work Category and Work Type, or consider consolidating them into one option for clarity.

J) Student Profile Functionality

When clicking on a student's profile, the system should display the details provided by the student during the registration process.



K) Automated Email Notifications for Project Assignment:

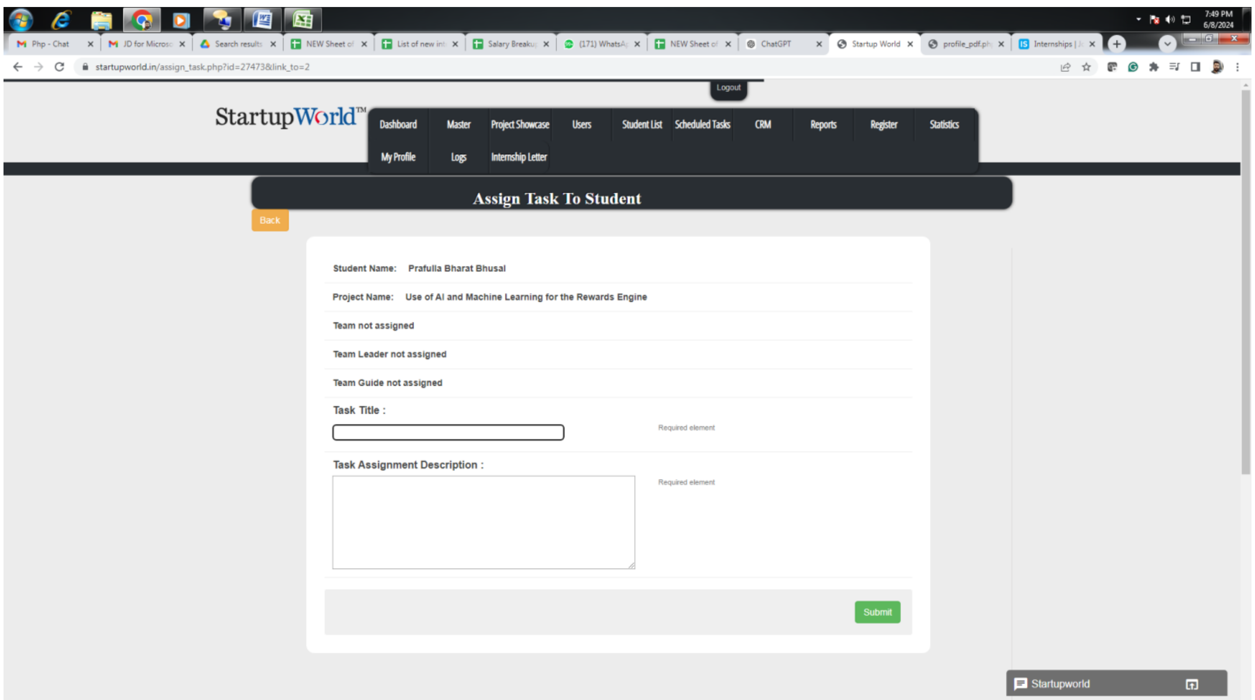


When a project is assigned to a candidate, the system should automatically generate and send three emails:

1. **To the Candidate:**
   - Notification of the project assignment.
   - Details of the project.
   - Contact information for their manager and team leader.

2. **To the Manager:**
   - Notification of the candidate's project assignment.
   - Details of the candidate.
   - Details of the project.
   - Contact information for the candidate and team leader.
3. **To the HR Team:**
   - Notification of the project assignment.
   - Details of the candidate.
   - Details of the project.
   - Contact information for the candidate, manager, and team leader.

L) Automated Email Notifications for Task Assignment:



When a task is assigned, the system should automatically generate and send an email report that includes:

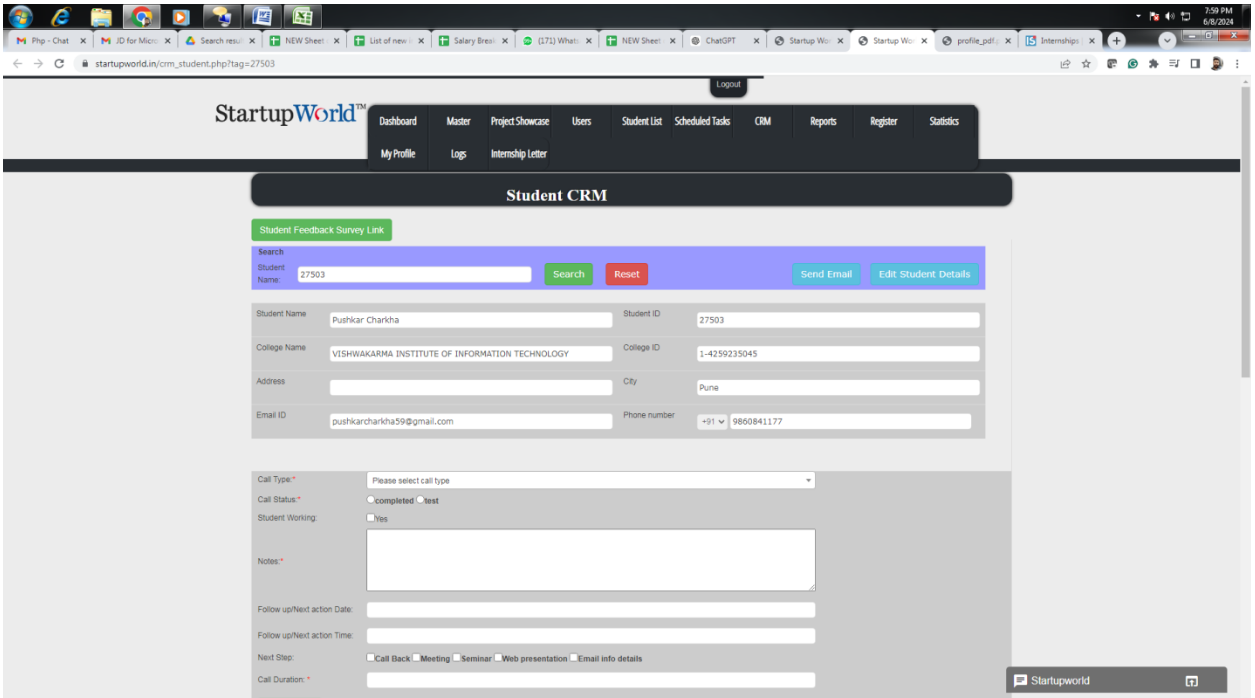
1. **Who has assigned the task:**
   - Name and contact information of the person who assigned the task.
2. **Which task has been assigned:**
   - Description and details of the task.
3. **To whom the task has been assigned:**
   - Name and contact information of the candidate who received the task.

This email should be sent to:

- The candidate who has received the task.

- The person who assigned the task.
- All other managers who need to be informed about the task assignment

M) CRM Comments Download Feature:



The system should provide an option to download a CRM comments sheet. This sheet should contain the following details:

1. **Details of the Candidate:**
   - Name
   - Contact information (e.g., email, phone number)
2. **Details of the Person Who Made the Comments:**
   - Name
   - Role/Position
   - Contact information
3. **Comments:**
   - The actual comment made
   - Date and time of the comment

N) Email Sending Feature:

When sending an email, the system should provide the following functionalities:

1. **Drafting an Email:**
   - Option to draft an email .
2. **CC Functionality:**

- Ability to add CC (carbon copy) recipients.

3. **Sending Emails:**

- The sender should receive a copy of the email in their sent items.
- The recipient should receive the email in their inbox.

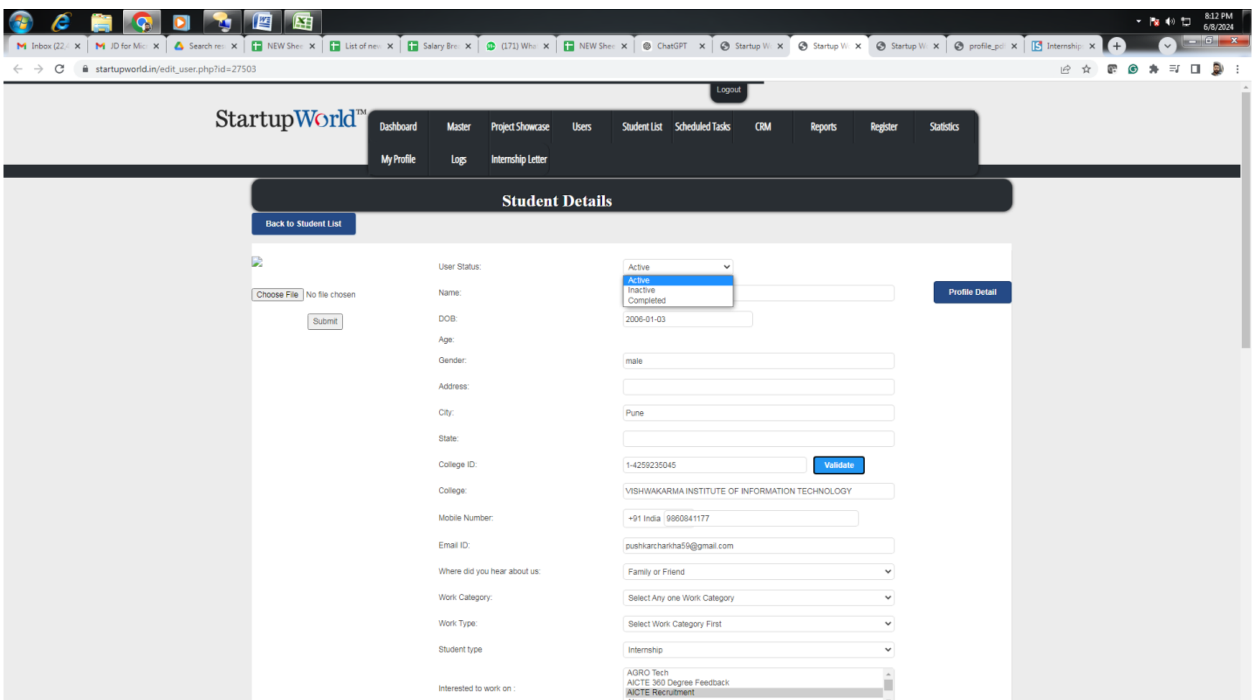
4. **CC Functionality:**

- Additional members included in the CC field should receive the email in their inboxes.

5. **Reply Option:**

- The recipient and CC members should have the option to reply to the email.
- The reply should include the original email thread for context.
- All responses should be visible to the sender and other CC members to facilitate clear communication.

O) **Status Options for Candidates:**

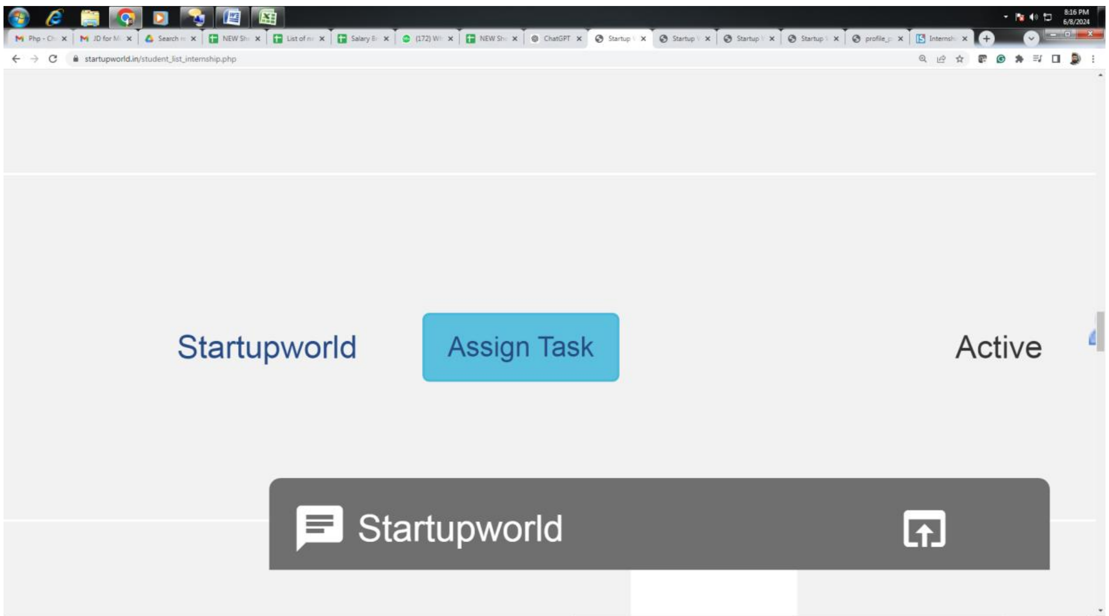


The system should include the following status options for better categorization and tracking of candidates:

1. Active
2. Inactive

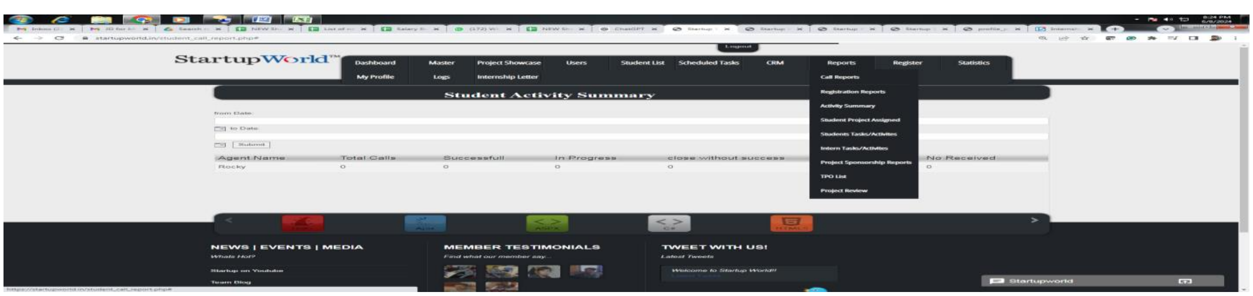
3. Completed
4. Rejected
5. Selected
6. Not Able to Connect
7. Hired
8. Fired
9. Absconded
10. Leave

P) Task Assignment and Reporting Feature:



1. **Task Report Column:**
   - Additional column to track the status of submitted tasks.
   - Ability to check and view which tasks have been submitted by the interns.

Q) Reports Section:

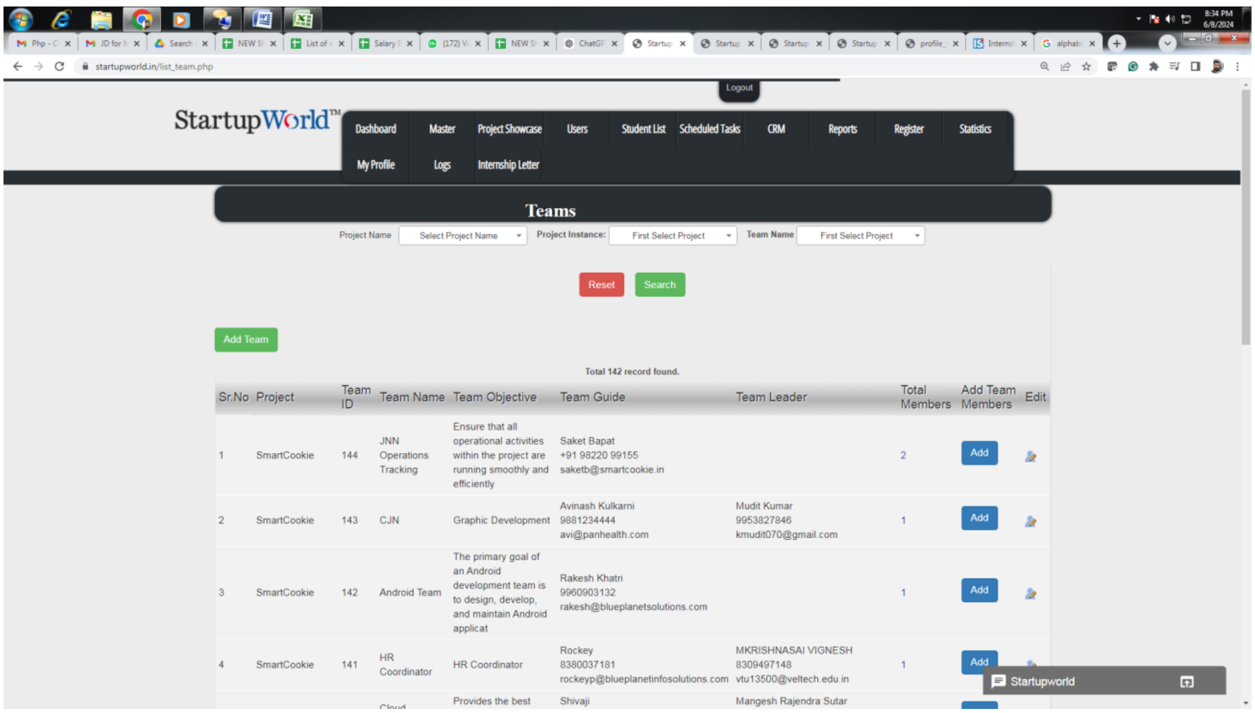


1. **Download Reports:**
   - Ability to download reports in two formats: Excel and Word.
   - Reports should include comprehensive details such as:

- CRM Candidate details
- Project details
- Mentor details
- Task details
- Task report details
- CRM comments, including dates
- Availability of Download Option:

2. Whenever a list of items is displayed, users should have the option to download it.
3. **Search Functionality:**
    - Ability to download all records at once.
    - Option to generate a report for a single candidate based on the search query.

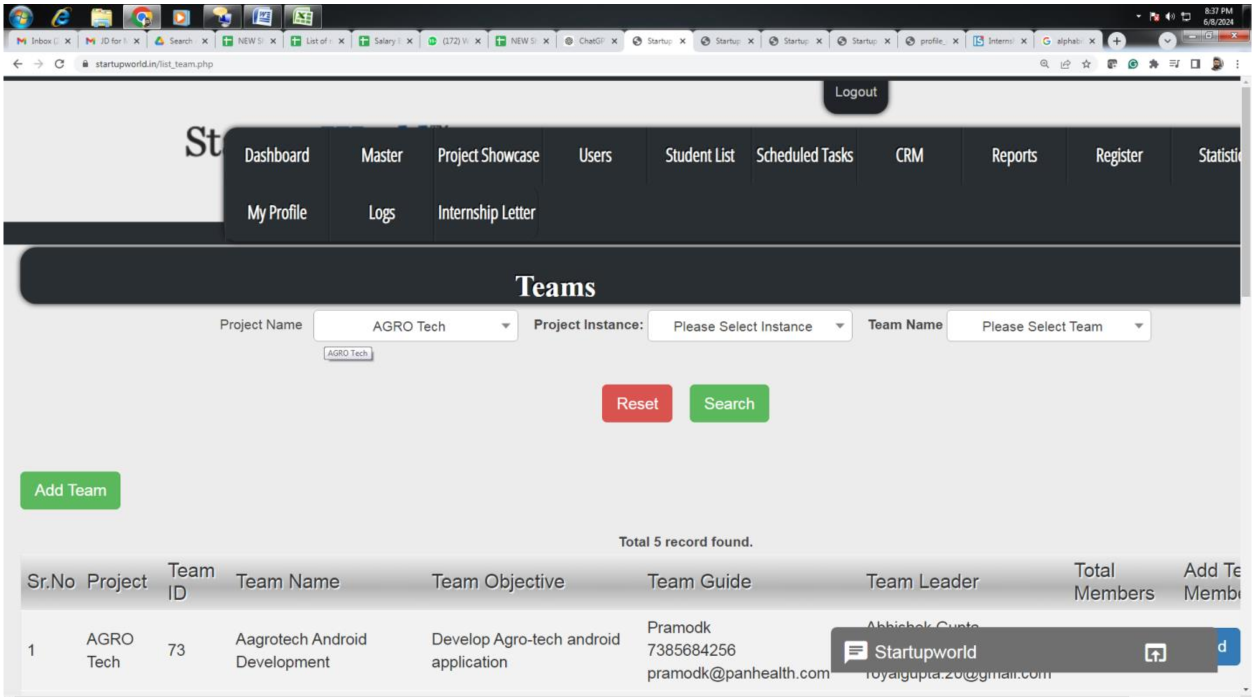
R) Project Creation and Team Management:



1. **Responsibility for Project Creation:**
    - All employees handling projects must have the ability to create a project in the Startup World system.
    - The person managing the project is responsible for creating the project and the associated team.
2. **Team Formation:**
    - The project manager must form the team within the project.
    - The project manager should ensure that all necessary team members are assigned to the project.
3. **Communication of Team Composition:**
    - The project manager must inform relevant stakeholders with a list of candidates who are working on the project.

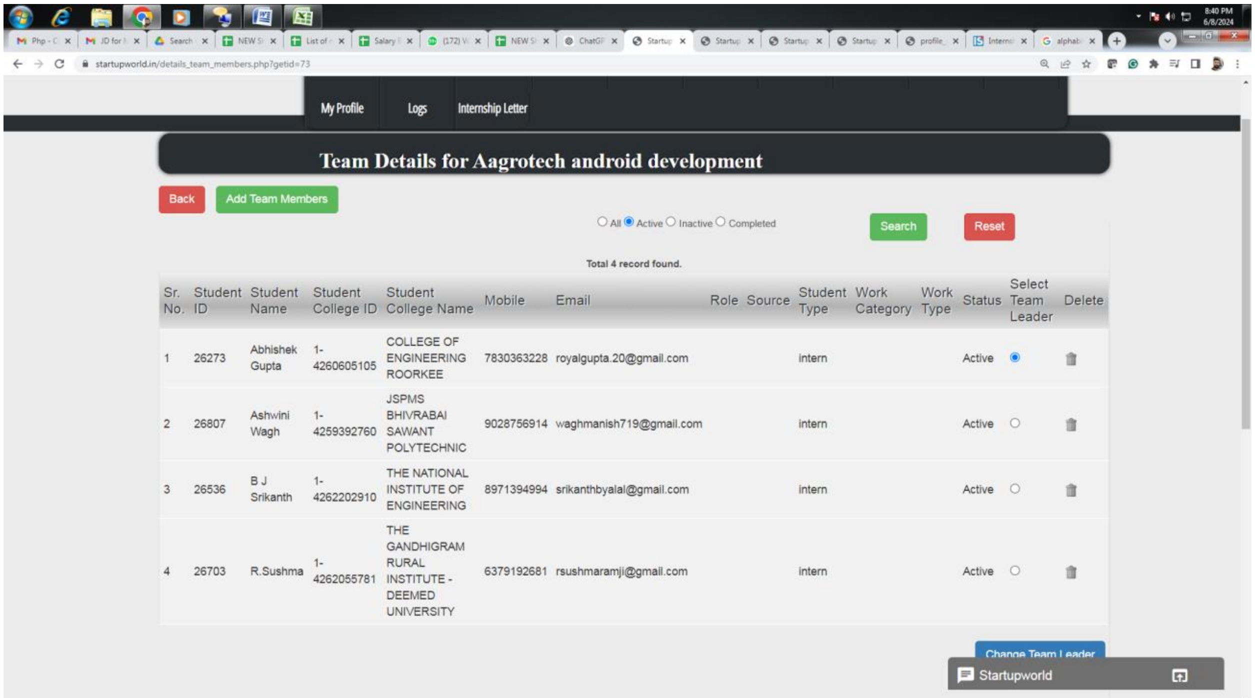
- This communication should include:
    - Names of the candidates
    - Roles and responsibilities within the project
    - Contact information

S) Search Functionality in the Team Section:



1. **Search Option:**
    - There should be only one search option available.
    - Users can search by project name.
2. **Display of Details:**
    - Upon searching by project name, all relevant details of the team associated with that project should be displayed.
    - Details should include:
        - Project name
        - Team members' names
        - Roles and responsibilities within the project
        - Contact information of team members

T) Download Team List with All Team Details:



1. **Download Option:**
    - Users should have the ability to download the team list.
    - Details may include:
        - Project names
        - Team members' names
        - Roles and responsibilities within the project
        - Contact information of team members

U) Search Functionality for Candidates:

1. **Search by Location:**
    - Users should be able to search for candidates by state, city, or UT (Union Territory).
    - The search results should display a list of candidates residing in the specified location.
2. **Search by Specific Words in Form:**
    - Users should have the option to search for candidates based on specific words or phrases included in their form submissions.
    - The search results should display candidates whose form submissions contain the specified words or phrases.

V) Team Manager for Multiple Teams:

1. **Capability for One Person:**

    - A single individual should have the capability to act as the team manager for multiple teams simultaneously.
2. **Assignment of Responsibilities:**
    - The system should allow the assignment of team manager responsibilities to the same person across different teams.
    - The team manager should have access to and be responsible for managing the assigned teams effectively.

W) Communication Feature for Interns:

1. **Communication Channel:**
    - Interns should be able to communicate through Startup World's internal messaging system.
    - The messaging system should be accessible only within the Startup World platform.
2. **Message Deletion Restriction:**
    - Messages should not be deletable by any user for at least 6 months after the start date of the chat.
3. **Access to Communication:**
    - Interns should have access to communicate with:
        - HR team
        - Team members
        - Managers
        - Guides or mentors

X) Interview Scheduling and Notification:

4. **Candidate Booking:**
    - Candidates should have the ability to book their interview time slots during registration.
    - Once a time slot is booked, it should be reserved for that candidate.
5. **Blocking of Time Slots:**
    - Once a time slot is booked by a candidate, it should be blocked to prevent others from booking interviews during that time.
6. **Notification for HR Team:**
    - The HR team should receive notifications for all scheduled interviews.
    - Notifications should include details such as candidate name, interview time, and any other relevant information.

Y) Internship Report Submission and Approval:

1. **Internship Report Submission:**
    - Upon completion of the internship, interns should have the ability to submit their internship reports on the Startup World platform.
    - Interns should be able to upload their internship reports in a specified format or through a text entry field.

2. **Approval Request:**
    - After submitting the internship report, interns should be able to request approval from the Team gude/Manager
    - Interns should have the option to notify the HR team upon submission of their internship report.
3. **HR Team Review and Approval:**
    - The HR team should receive notifications for all submitted internship reports.
    - The HR team should review the internship reports submitted by interns.
    - Upon review, the HR team should have the ability to approve or reject the internship reports.
    - If approved, the HR team should generate the internship certificate for the intern.

Report/Request by

Rockey

HR Team

8380037181