OPT Portal Project Week 34 Deliverables

Objective: Finalize project transition, ensure post-deployment monitoring, and initiate long-term project support strategies. Focus on final quality assurance, team enablement, and documentation handoff.

May 12–13, 2025: Post-Deployment Monitoring and Stabilization

- Monitor the live environment for any critical issues that arise post-deployment, ensuring the stability of the system.

- Investigate and resolve any new bugs or regressions reported by users or identified through automated monitoring tools.

- Continue to assess API performance under live traffic and address any potential scalability concerns.

- Perform a quick review of system resources (e.g., CPU, memory) to ensure there are no unexpected performance bottlenecks.

May 14, 2025: Backend Technical Debt Cleanup

- Address any identified backend technical debt by cleaning up legacy code, removing unused dependencies, and refactoring inefficient modules.

- Identify potential optimization areas and address them to improve backend performance and scalability.

- Update the backlog with new items that need attention for future sprints, focusing on long-term technical debt reduction.

May 15–16, 2025: Knowledge Transfer and Post-Deployment Handoff

- Finalize documentation related to backend systems and APIs, ensuring it is clear and actionable for future developers.

- Hold a knowledge transfer session with the development and support teams to review core backend services and troubleshooting techniques.

- Provide final deployment scripts, automated tests, and instructions for future updates.

May 12–13, 2025: Live Environment Validation and Bug Fixes

- Continue to monitor the frontend for UI bugs, usability issues, or any discrepancies in design elements post-deployment.

- Resolve any identified issues, focusing on improving load times and ensuring responsiveness across various devices.

- Perform user acceptance testing (UAT) with key stakeholders to verify that critical user flows are functioning as expected.

May 14, 2025: Frontend Documentation Finalization

- Finalize all frontend-related technical documentation, ensuring it is comprehensive and up-to-date.

- Deliver detailed instructions on how to maintain the frontend, covering component usage, testing procedures, and integration with the backend.

- Review the version control logs and ensure that proper tagging is in place for easy future reference.

May 15–16, 2025: UI Optimization and Final Review

- Conduct a final UI review, ensuring all frontend components adhere to the agreed-upon design specifications.

- Make any necessary refinements based on user feedback and analytics to improve usability.

- Finalize and archive UI assets, ensuring all design files are accessible for future reference and enhancement.

May 12–13, 2025: Design Finalization and User Feedback Integration

- Review the live UI to identify any misalignments with Figma specifications or usability issues that may have been overlooked.

- Collect and document user feedback related to the UI/UX experience and make final adjustments based on the feedback received.

May 14, 2025: Handoff and Design Documentation Finalization

- Finalize the UI/UX documentation, including design specifications, component libraries, and brand guidelines.

- Organize and deliver the final design files to the development and support teams for future use and enhancements.

- Ensure all design-related questions have been answered, and deliver a comprehensive design change log for future reference.

May 15–16, 2025: Design Knowledge Transfer and Review

- Host a final design walkthrough for developers and product owners, ensuring all teams understand the design rationale and how to extend the design system in future updates.

- Conduct a session focused on maintaining design consistency across future releases and addressing potential gaps in the design system.

General / Project Management Deliverables

May 12, 2025: Post-Deployment Issue Review and Support Activation

- Conduct a final review of post-deployment issues, ensuring all critical issues have been triaged and prioritized.

- Initiate ongoing support processes with cross-functional teams, ensuring that any new bugs or user-reported issues are tracked and addressed promptly.

- Create a plan for regular check-ins to ensure long-term system stability and timely response to user feedback.

May 13–14, 2025: Project Retrospective Preparation

- Collect feedback from all stakeholders, including internal teams, clients, and users, focusing on process improvements, technical challenges, and project successes.

- Organize and compile the retrospective inputs into actionable items for process improvement and future initiatives.

- Draft the agenda for the retrospective meeting, ensuring all key points are addressed.

May 15, 2025: Project Finalization Documentation and Reporting

- Finalize and distribute the final project report, including key accomplishments, unresolved issues, and any ongoing tasks that require attention.

- Prepare a detailed project closure document that includes lessons learned, risks mitigated, and any open items that need to be tracked post-project.

May 16, 2025: Final Retrospective Meeting and Transition

- Facilitate the formal project retrospective session with all stakeholders, ensuring a transparent discussion of project outcomes.

- Identify strengths and areas for improvement based on feedback and outline action items for future projects.

- Officially transition the project to long-term support or product teams, ensuring a smooth handoff and closure of the active project phase.