

OPT Portal Project Week 33 Deliverables

Objective: Transition the project from deployment to stabilization and support. Finalize all outstanding technical and design handoffs, ensure long-term maintainability, and enable operational readiness across teams.

Backend Team Deliverables

May 5–6, 2025: Production System Stabilization

- Monitor application logs and system health metrics for anomalies, regressions, or unexpected user behavior using monitoring tools.
- Resolve any critical bugs or issues identified during the initial live usage period.
- Review all API usage and flag any unauthorized access attempts or unusual request patterns.
- Conduct an audit of background jobs, scheduled tasks, and cron jobs to ensure accuracy and performance.
- Validate that database backup routines and replication processes are functioning as expected.

May 7, 2025: Technical Debt Audit and Cleanup

- Perform a technical debt review, identifying redundant modules, deprecated methods, or shortcuts taken during expedited delivery.
- Clean and refactor modules where appropriate, particularly areas flagged during code reviews.
- Create a backlog of long-term improvement opportunities for future roadmap planning.

May 8–9, 2025: Backend Knowledge Transfer and Documentation Finalization

- Finalize internal technical documentation including system configuration, API contracts, and database schema diagrams.

- Deliver a backend onboarding guide with environment setup instructions, deployment scripts, and recovery steps.
 - Host a backend technical walkthrough with DevOps and support engineers to ensure full understanding of infrastructure and error handling.
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Frontend Team Deliverables

May 5–6, 2025: Live Environment QA and Bug Fixes

- Validate that all production UI/UX elements are rendering correctly across resolutions and devices.
- Resolve minor cosmetic issues and inconsistencies identified through user reports or internal QA.
- Audit frontend telemetry and client-side logging systems for effectiveness and performance coverage.
- Review and refine static asset delivery (images, fonts, stylesheets) for load time optimization.

May 7–8, 2025: Documentation and Frontend Support Enablement

- Finalize the frontend developer documentation, including component architecture, state management structure, and testing setup.
- Prepare release verification checklists and post-deployment sanity testing procedures for future releases.
- Consolidate and store final version control logs and release tags with detailed notes for traceability.
- Host a support onboarding session focused on navigating the production UI and addressing common user queries.

May 9, 2025: UI Consistency Review and Retrospective Preparation

- Conduct a final design audit to verify that live UI elements align with Figma specifications.
 - Prepare annotated screenshots of all critical user flows to assist support and training teams.
 - Identify and log enhancement opportunities for the future UI/UX roadmap based on live feedback.
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UI/UX Team Deliverables

May 5–6, 2025: Live UI Validation and Issue Logging

- Review the deployed application for fidelity to final design specifications.
- Identify and document any misalignments, component inconsistencies, or missed accessibility standards.
- Collect user feedback related to design usability and incorporate into a structured findings report.

May 7–8, 2025: Final UI/UX Asset Handoff

- Organize and deliver the final design repository including Figma source files, UI component libraries, and branding guidelines.
- Create a UI/UX change log capturing all design iterations from inception to deployment.
- Prepare a future enhancement log outlining non-critical improvements and feature extension opportunities.

May 9, 2025: Design Knowledge Transfer

- Conduct a final knowledge transfer session with developers and product owners focused on maintaining design integrity in future releases.
- Deliver a handoff document detailing design rationale, accessibility notes, and how to extend the design system.

General / Project Management Deliverables

May 5, 2025: Post-Release Issue Triage and Hypercare Initiation

- Review and triage all open feedback items and support tickets from the first week of live use.
- Prioritize issues based on impact, and assign owners with clear SLAs during the hypercare period.
- Launch a daily check-in cadence with cross-functional leads to track progress and unblock any urgent issues.

May 6–7, 2025: Project Retrospective Planning

- Collect retrospective inputs from all stakeholders via survey and open-ended feedback forms.
- Organize themes such as process efficiency, team communication, risk mitigation, and technical execution.
- Draft the agenda and discussion framework for the formal retrospective session.

May 8, 2025: Project Closure Deliverables

- Finalize and distribute the release summary report including scope, timelines, technical highlights, and unresolved issues.
- Prepare and deliver the project closure documentation set, including governance decisions, open risks, and mitigation plans.
- Archive project artifacts in a centralized location for long-term access (e.g., Confluence, Google Drive, SharePoint).

May 9, 2025: Retrospective and Transition Meeting

- Facilitate the final project retrospective session with full team attendance.

- Discuss what went well, what could be improved, and identify action items for future initiatives.
- Officially transition project ownership to long-term product or support leads, and sunset the active project phase.