OPT Portal Project Week 31 Deliverables

Objective: Transition from stabilization to full production deployment. Focus on finalizing backend and frontend preparations, completing last-mile tasks, reviewing critical metrics, and ensuring all deliverables are fully documented and ready for final release.

Backend Team Deliverables

April 22–23, 2025: Final Bug Fixes & Code Cleanup

- Review all outstanding bug reports and classify them into critical, high, and low priority.

- Address critical bugs identified from the demo feedback and final testing.

- Perform cleanup of redundant code, optimize database queries, and remove deprecated functions.

- Conduct a final round of internal review to ensure all code adheres to best practices and quality standards.

- Update relevant documentation, including API specs and backend architecture diagrams.

April 24, 2025: Post-Release Monitoring Setup

- Implement monitoring and alerting for production systems, ensuring that critical errors, performance drops, and resource limits are actively tracked.

- Set up error tracking tools and ensure logs are easily accessible for troubleshooting in case of any production issues.

- Verify and configure database replication, backup, and failover mechanisms to ensure minimal downtime.

- Conduct a final review of security measures, such as key management and compliance audits.

- Update all system architecture documentation to reflect final production-ready states.

April 25–26, 2025: Final Production Deployment

- Perform a final deployment in a staged production environment, ensuring minimal disruption to users.

- Confirm all authentication mechanisms, rate limiting, and API responses are working as expected.

- Validate that no new bugs have emerged post-deployment through thorough smoke testing.

- Update the release checklist, ensuring all features are fully deployed and tested across all environments.

Frontend Team Deliverables

April 22–23, 2025: Final UI Fixes & Optimizations

- Address any last-minute UI/UX issues flagged during final user acceptance testing or post-demo feedback.

- Validate all form inputs, buttons, and modal behaviors for consistency and error-free interaction.

- Ensure that all mobile and desktop versions of the application are fully optimized, and responsive behaviors are consistent.

- Conduct thorough testing on various device types to ensure smooth user experiences.

- Update frontend documentation to include any new changes and adjustments made post-demo.

April 24, 2025: Final Cross-Browser Testing & Validation

- Conduct detailed cross-browser testing to ensure that the user interface functions correctly on all supported browsers (Chrome, Firefox, Safari, Edge) and on both desktop and mobile platforms.

- Address any remaining discrepancies in rendering or interaction, particularly across various operating systems.

- Verify form submission behaviors, JavaScript events, and asynchronous data loading across browsers and devices.

- Confirm that the final version meets WCAG 2.1 AA accessibility guidelines, including mobile accessibility.

April 25–26, 2025: Final Frontend Code Freeze & Documentation Delivery

- Lock in the final frontend code and ensure that no additional changes will be made unless critical.

- Prepare and deliver updated frontend documentation for environment setup, deployment, and release verification.

- Finalize Git commit logs, build logs, and deployable version references for all production-ready frontend code.

- Deliver the final UI/UX walkthrough for stakeholders, ensuring all feedback has been incorporated into the final version.

UI/UX Team Deliverables

April 22–23, 2025: Final UI/UX Tweaks & Visual Refinements

- Make final tweaks to UI elements based on any remaining stakeholder feedback.

- Ensure the application aligns with the project's branding guidelines, including visual elements like icons, fonts, and color schemes.

- Perform a final review of all user flows to ensure visual consistency and that design systems are being followed across all screens.

- Deliver the final set of Figma files with all completed UI/UX updates for developer reference.

April 24, 2025: Final Accessibility Validation

- Conduct a last round of accessibility checks to ensure that all newly implemented features meet the necessary accessibility standards.

- Test the user interface using screen readers, keyboard navigation, and ensure all elements are accessible to users with disabilities.

- Provide updated documentation and suggestions for any remaining visual accessibility improvements.

April 25, 2025: Final Design System Review

- Review and update the design system with any new components or adjustments made during the final phase of development.

- Ensure that all screens and UI elements are in sync with the finalized design system.

- Prepare a design system handoff document to ensure the long-term sustainability of the design system in future iterations.

General / Project Management Deliverables

April 22–23, 2025: Post-Demo Action Item Review & Final Task Allocation

- Review the list of post-demo action items, ensuring that all tasks have been completed or are on track for completion by the release deadline.

- Confirm that all feedback has been properly addressed and documented in JIRA, and that tasks are closed or transitioned for production readiness.

- Ensure all release planning tasks are updated with timelines and owners, ready for final deployment.

- Align all project stakeholders to ensure smooth communication for the final stages of the project.

April 24, 2025: Final QA Testing & Signoff

- Coordinate a final round of QA testing across all environments to verify that all critical paths and new features are functioning as expected.

- Ensure that all test coverage documentation is complete, and that the application passes all acceptance criteria for final signoff.

- Conduct a final QA signoff meeting with all relevant stakeholders, ensuring that all team members are aligned on the release readiness.

- Communicate any remaining risks or known issues that will be monitored post-release.

April 25, 2025: Release Notes Finalization & Documentation Delivery

- Finalize release notes, ensuring they accurately reflect the version, features, fixes, known issues, and deployment steps for the upcoming release.

- Ensure that technical documentation is complete, including deployment instructions, rollback plans, and post-release monitoring steps.

- Share the finalized documentation with stakeholders and prepare for handoff.

- Organize an internal walkthrough session for the long-term project owners to ensure they are equipped with the necessary knowledge for ongoing support and maintenance.