OPT Portal Project Week 17 Deliverables

(December 30, 2024 - January 3, 2025)

Objective:

Initiate Phase 4 by launching key development activities, building upon the groundwork laid in Week 16. Focus on implementing high-priority Phase 4 features, ensuring system stability post-Phase 3, and leveraging insights from retrospectives to enhance workflows. Given the limited working days, prioritize critical tasks to maintain project momentum.

Backend Team Deliverables:

December 30, 2024: Phase 4 Kickoff and Critical Enhancements

- **Phase 4 Kickoff Meeting:**
  - Conduct a brief kickoff meeting to outline Phase 4 priorities and assign tasks.
- **API Enhancements:**
  - Begin development of high-priority Phase 4 APIs, such as enhanced **Role Management** and **Multi-Location Volunteer** APIs.
- **System Stability:**
  - Continue monitoring Phase 3 post-launch performance.
  - Address any critical backend issues identified in Week 16.

January 2, 2025: Development and Integration

- **API Development:**
  - Progress on Phase 4 API development, ensuring initial endpoints are functional.
- **Database Improvements:**
  - Start implementing planned database schema changes for Phase 4.
- **Collaboration:**
  - Coordinate with the Frontend and UI/UX teams to ensure seamless integration of new backend features.

January 3, 2025: Testing and Documentation

- **Unit Testing:**
  - Conduct initial unit tests for newly developed Phase 4 APIs.
- **Documentation:**
  - Update backend documentation to reflect Phase 4 changes and new API endpoints.
- **Code Review:**

- ○ Perform peer reviews of Phase 4 backend code to ensure quality and adherence to standards.

Frontend Team Deliverables:

December 30, 2024: Phase 4 Frontend Planning

- **Phase 4 Planning Session:**
  - ○ Review Phase 4 requirements and prioritize frontend tasks.
- **Initial Development:**
  - ○ Begin development of high-priority Phase 4 UI components, such as **Advanced Role Dashboards**.
- **Integration Setup:**
  - ○ Set up initial integration points with Phase 4 backend APIs being developed.

January 2, 2025: Component Development and Integration

- **UI Component Development:**
  - ○ Continue building Phase 4 UI components, ensuring responsiveness and usability.
- **API Integration:**
  - ○ Integrate frontend components with backend APIs developed in Week 17.
- **Collaboration:**
  - ○ Work closely with the Backend and UI/UX teams to align on integration requirements and resolve any issues.

January 3, 2025: Testing and Refinement

- **Functional Testing:**
  - ○ Perform functional tests on integrated Phase 4 features to ensure they meet requirements.
- **Bug Fixes:**
  - ○ Address any identified issues from testing.
- **Documentation:**
  - ○ Update frontend documentation with new components and integration details.

UI/UX Team Deliverables:

December 30, 2024: Phase 4 Design Initiation

- **Design Review:**
  - ○ Review Phase 4 feature requirements and finalize design specifications.

- **High-Fidelity Mockups:**
  - Create high-fidelity mockups for key Phase 4 UI components, such as **Advanced Role Management Interfaces**.
- **Design Handoff:**
  - Prepare and handoff design assets to the Frontend team for development.

January 2, 2025: Design Support and Iteration

- **Design Support:**
  - Provide ongoing support to the Frontend team during Phase 4 component development.
- **User Flow Optimization:**
  - Refine user flows based on initial development feedback to enhance usability.
- **Accessibility Review:**
  - Ensure all Phase 4 designs comply with accessibility standards.

January 3, 2025: Design Documentation and Feedback Integration

- **Documentation:**
  - Finalize and archive Phase 4 design documents.
- **Feedback Integration:**
  - Collect and incorporate feedback from Frontend and Backend teams to iterate on designs.
- **Preparation for Next Steps:**
  - Outline design tasks for the upcoming weeks to maintain alignment with Phase 4 goals.

Key Focus Areas for Week 17:

1. **Phase 4 Initiation:**
   - Successfully launch initial Phase 4 development activities, ensuring all teams are aligned on priorities and objectives.
2. **Critical Task Execution:**
   - Focus on high-impact tasks that can be accomplished within the limited working days, maintaining project momentum.
3. **Collaboration and Integration:**
   - Enhance cross-team collaboration to ensure seamless integration of new features and maintain system stability.
4. **Documentation and Knowledge Sharing:**
   - Maintain thorough documentation of all developments and updates to support ongoing and future project phases.
5. **Risk Mitigation:**
   - Proactively identify and address any risks or challenges that may arise during the Phase 4 kickoff.