

# OPT Portal Project Week 11 Deliverables

**(November 18 - November 22, 2024)**

**Objective:** Post-Phase 2 launch stabilization, integration of new feature requirements from the Phase 3 demo, and performance optimization. This week will focus on addressing post-launch issues, implementing foundational features for Phase 3, and refining the system for optimal performance. Key priorities include system stabilization, performance monitoring, and laying the groundwork for the newly identified feature set.

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## Backend Team Deliverables

- **November 18, 2024: Post-Launch Monitoring and Issue Resolution**
  - **Task:** Monitor API performance and system health using **AWS CloudWatch** and **Datadog** dashboards.
  - **Task:** Address any critical bugs or performance issues reported during the first weekend post-deployment.
  - **Task:** Validate and refine **RBAC (Role-Based Access Control)**, especially for the new Super User and Admin roles.
  - **Task:** Set up initial **GET APIs** for Volunteer Profile and List based on new requirements.
- **November 19, 2024: Feature Integration and Role Management Setup**
  - **Task:** Implement backend logic for **Super User role assignment** (e.g., manually adding the first Admin).
  - **Task:** Develop APIs for role assignment (Super User to Admin, Admin to Project Manager/Volunteer).
  - **Task:** Start configuring **AWS RDS database** for centralized data storage (OPT Portal + Kanban integration).
  - **Task:** Integrate **React state management** for user roles on the backend.
- **November 20, 2024: Database and API Enhancements**
  - **Task:** Optimize database indexing and queries based on post-launch usage patterns.
  - **Task:** Implement **Volunteer Profile APIs** for profile retrieval, volunteer list, and search functionalities (using Volunteer ID).
  - **Task:** Set up the **Kanban Portal Database connection** to retrieve project assignment details for volunteers.
  - **Task:** Begin setup for **Software Tour API** (introductory tour for new users).
- **November 21, 2024: Timesheet and Application Workflow Enhancements**
  - **Task:** Address **timesheet error resolution** and optimize error handling.
  - **Task:** Add **Accept/Decline functionality** for the Application List, including updating user roles in the database post-approval.

- **Task:** Integrate **Node Server APIs** (VPCP to connect with Kanban Server for cross-data retrieval).
  - **Task:** Refactor code for improved **API response times and error handling**.
  - **November 22, 2024: Retrospective, Documentation, and Knowledge Sharing**
    - **Task:** Conduct a **retrospective meeting** to evaluate Phase 2 performance and new Phase 3 requirements.
    - **Task:** Document **new APIs** and database schema changes related to Phase 3 features.
    - **Task:** Archive logs, performance reports, and Phase 2 feature documentation for future reference.
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## Frontend Team Deliverables

- **November 18, 2024: Immediate Bug Fixes and UI Enhancements**
    - **Task:** Resolve any critical UI/UX bugs from user reports post-Phase 2 launch.
    - **Task:** Implement frontend changes for the **Volunteer Profile** and **Volunteer List** pages.
    - **Task:** Conduct a **Lighthouse audit** to identify performance improvements.
  - **November 19, 2024: Role Management UI and Quick Wins**
    - **Task:** Add **dropdowns and UI elements** for role selection (Super User, Admin, Project Manager, Volunteer).
    - **Task:** Implement **UI enhancements** based on user feedback (e.g., form validations, button placements).
    - **Task:** Update **user guides** and in-app tooltips to reflect changes in role management.
  - **November 20, 2024: Dashboard and Reporting Enhancements**
    - **Task:** Develop frontend components for the **Volunteer Search** (by Volunteer ID).
    - **Task:** Optimize the **Reporting Dashboard** for quicker data loads and real-time synchronization with the backend.
    - **Task:** Add additional filters and sorting options as requested by users.
  - **November 21, 2024: New Feature Ideation and Planning**
    - **Task:** Collaborate with the UI/UX team to brainstorm the **Software Tour** and other onboarding enhancements.
    - **Task:** Review and prioritize frontend technical debt for upcoming sprints.
    - **Task:** Conduct a **code review session** to optimize new feature implementations.
  - **November 22, 2024: Documentation and Knowledge Transfer**
    - **Task:** Update **frontend documentation** for new components and optimizations.
    - **Task:** Conduct a **knowledge transfer session** for the support team on new UI changes.
    - **Task:** Archive all frontend artifacts related to Phase 2 completion.
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## UI/UX Team Deliverables

- **November 18, 2024: User Experience Analysis and Feedback**
    - **Task:** Gather feedback on the new **Volunteer Profile and List pages**.
    - **Task:** Conduct quick usability tests to validate new role management features.
    - **Task:** Document findings for immediate UI improvements.
  - **November 19, 2024: Accessibility and Visual Enhancements**
    - **Task:** Perform a **WCAG audit** on the new profile and role management components.
    - **Task:** Update the **design system** to include new role-based UI elements.
    - **Task:** Design visual enhancements for error messages and notifications.
  - **November 20, 2024: Onboarding and Marketing Support**
    - **Task:** Design assets for the new **Software Tour** feature.
    - **Task:** Collaborate with marketing to prepare social media content promoting the new functionalities.
    - **Task:** Update quick-start guides and tutorial videos for new users.
  - **November 21, 2024: Future Feature Prototyping**
    - **Task:** Create wireframes for new features like **Volunteer Role Assignment** and **Timesheet enhancements**.
    - **Task:** Conduct a **design workshop** for Phase 3 feature ideation.
    - **Task:** Document design recommendations for upcoming sprints.
  - **November 22, 2024: Retrospective and Knowledge Sharing**
    - **Task:** Conduct a **design retrospective session** to review learnings from Phase 2.
    - **Task:** Archive all design assets related to the latest features.
    - **Task:** Update the **UI/UX design library** for future reference.
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## Key Focus Areas for Week 11

1. **Post-Launch Stabilization:**
  - Monitor system health, address critical issues, and optimize performance.
2. **New Feature Integration:**
  - Implement foundational changes for volunteer profiles, role management, and application workflow.
3. **User Feedback and Quick Wins:**
  - Analyze user feedback, prioritize improvements, and plan for long-term feature enhancements.
4. **Knowledge Transfer and Documentation:**
  - Complete comprehensive documentation for Phase 2 and set up for Phase 3.