|  |  |  |
| --- | --- | --- |
| Module | Work as per last meeting | As per understanding |
| Marketing + operations+ Client view | 1. Can Upload many files or remove On Posted Job. 2. Query/Ticket Section 3. Client login and project status | * Marketing person will upload the job with drive link + attachment One time * Client Login as future scope |
| Operations module | 1. Assign Job to multiple writers with word counter. 2. Can assign job to writer overload (extra words) example . W1 capacity is 2000, can assign him 3000. So 1000 is extra. 3. Can hold project in middle of work and assign other job priority wise. 4. Can edit any part of the job during progress. 5. Job Spilt 6. Job assignment Alterations. | * Assign to multiple Writer based on their availability by based on leave and busy with other work filtration |
| HR | 1. Api integrations for leave management 2. Team Structure. | * Simple leave system |
| Writer | 1. Query Button.  * Can upload pdf file , images or excel . * Message will visible up to marketing module.  1. Can Upload Multiple file as a production | * Only one file upload as pdf or .zip |
| New options as per new flow details | 1. Export Job details in pdf/excel 2. Productions Capacity view 3. Read/Write Features like Gmail. |  |
| Reports |  | * Do not have proper list |

Sow:

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| --- | --- | --- | --- | --- |
| **Milestone** | **Deliverable Phase** |  |  | |
| **1.** | Front End Design as per requirement   1. CRM Panel Setup with Database 2. Role base system management. 3. Login system for each roles like TL,Writer,Hr, Operation,adminetc 4. Hr Module setup    * Employee Management.    * Leave Management. 5. Marketing Module with Op. Team Setup.    * Resource Lookup.    * Job Creation    * Client Management 6. Operator / Operation Module :    * Select Job from CRM application and assign to employee depends on criteria.    * Communicate with QC 7. Testing. |  |  |  | |
| **2.** | Front End Design as per requirement   1. Team Lead Modules    * Dashboard    * Work Module and Team Lookup.    * Project Performance and verification    * Communication work update with QC 2. Employee Modules    * Dashboard.    * Project Management      + New Task      + Rework Task   - Communication Project Update with TL   1. Operation Team    * Dashboard    * Client Managements    * List for ongoing projects    * List of completed tasks and report 2. Testing |  |  | |
| **3.** | Front End Design as per requirement   1. CRM reports for Admin Level, Operation Team Level, TL level, Employee Level. 2. Client End Panel    * Dashboard    * Project Status |  |  | |
|  | * Report * Query/Ticket Section   Task Update process:   * After finish the task Employee / Writer provide update the task with mark some checklist (predefined) and its comes to TL end * TL also verifies it with mark some checklist (predefined) and it will be go to QC end. * QC then verifies and mark it QC pass. OR can set as TL pass. After that project submit to client end.  1. Unit Testing 2. Beta Testing 3. Production Build |  |  |  | | |  |
| **Future Scope** | **Client Module (Future Scope)**  Clients can post job directly to the CRM but it will be pending status under verification stage for QC Dept. | |  | | | |  |



