Ananda Ashram
YOGA SOCIETY OF NEW YORK INC.

Ananda Ashram Intranet

Prepared for: HRC
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SUMMARY

Objective

Provide a secure, central hub for online communication, collaboration and information for Ashram Departments, Department Heads, Staff Members, HRC and Board Members.

Goals

To create an easy to use and secure repository of real time information and a place for central communication and project collaboration available to Ashram Departments, Department Heads, Staff Members, HRC and Board Members. This is also to be optimized for mobile device use (smartphones and tablets).

Solution

A secure, online (cloud) based website that will live at http://staff.anandaashram.org.

Project Outline

Intranet Areas

Universal (top level menu)

- Department List
- Staff Member List
- Forum
- Recipes
- Number of people on property on current day
- Ashram Calendar
- Documents (training, etc.)

User Specific (second level menus)

- View/edit Activity
- View/edit Profile
- View/send/edit Notifications
- View/send/edit Messages

- View Departments

- View/post Forums

- Change Settings

Department Specific (second level menu)

- *View/post Department Forum*

- *View/post Department Projects*

- *View/post Department Group Chat*

- *View/post Department Calendar*

- *View Members*

- *Send Email*

- *Set Email Options*

- *Manage Department settings (only if Department Head)*

All Members Abilities (Dept. Heads, HRC, Board, Staff)
- Access to read and post to Staff Forums
- Post personal status updates
- Enter and view daily tasks by date
- View their department(s) activities
- Each department has their own Forum, Calendar and Projects that are only viewable by that department's members
- View and add events to their department(s) calendar
- View, post and add topics to their department(s) forum
- View, edit/post and add projects to their department(s) project manager
- Private and public communication with other members
- View and add to the Ashram Recipe Book
- Interact with Projects they are assigned to or create new project and assign Staff Members
- View the number of people on the property per day (Guests + Onsite Staff)

- View and download relevant documents based on their role (Dept. Head, Staff Member, HRC or Board Member)
- View list of departments and staff members

Specific Role Capabilities

  Super Administrators (*Tejas and Mahesha-developer/maintainer of anandaashram.org*)
  - Access to all site backend functionality and data
  - Will draft and sign a Confidentiality Agreement to not distribute, solicit or otherwise use any data stored on intranet

  Board Members
  - *Dashboard a*ccess to view/edit Users, Timesheets, Board specific and Yoga Society Member spreadsheets/documents and their Personal Profile
  - Can view/edit Staff Member email address and phone numbers
  - Can edit Staff Calendar

  HRC Members
  - *Dashboard a*ccess to view/edit Users, Timesheets, Board specific spreadsheets/documents and their Personal Profile
  - Can view/edit Staff Member email address and phone numbers
  - Can edit Staff Calendar

  Department Heads
  - *Dashboard a*ccess to view/edit Users, Projects, Forums and their Personal Profile
  - Can view/edit Staff Member email address and phone numbers
  - **No access** to Board or HRC specific spreadsheets/documents
  - Can email their department members
  - Moderate their Department Forum

  Staff Members
  - Dashboard access to edit their Timesheets, Projects, Forums and Personal Profile
  - **Can't** view other Staff Member's email addresses, timesheet or phone numbers
  - Can view/edit generally as above
  - **No access** to Board or HRC specific spreadsheets/documents