Galvanize

Terms of Reference

Nov 23, 2019
Version 3.0

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Purpose

The purpose of this document is to describe the project at a high level. This includes general information, expectations, scope of the project, constraints and assumptions and the approach of the project.

Introduction

At Galvanize, scheduling interviews has been challenging; sometimes this process can be time consuming for both candidates and HR staff. This presents the need for a web-based tool that HR and hiring managers can log into, to setup and configure interviews. The purpose of this tool is to identify one or more suitable schedules that match given constraints.

Project Information

General Information

Location: Vancouver, British Columbia, Canada

Categories:

- Efficiency Gains
- Regulatory Requirements
- Scheduling

License: BSD

Background Information:

Headquartered in Vancouver BC, Galvanize is a software company with offices in Singapore, London, Tokyo, Bangalore, and New Jersey. The primary business is building security, risk management, compliance, and audit software. Their integrated risk management software approach helps unite these teams with their HighBond platform in order to strengthen individuals and protect organizations.

Project Overview

The scheduling of interviews at Galvanize is a time sink and very manual process. Face-to-face interviews require matching schedules between Interviewers and Candidates and finding an appropriate room to meet in. Challenges such as multiple Interviewers, scheduling breaks, and shuffling between rooms could be alleviated with a specific online software solution. The purpose of this project is to provide a solution to solve these pains and ultimately smooth out the scheduling problem at Galvanize.

Goals and Objectives

- System should allow Galvanize HR staff to register candidates for interviews, and specify the specs of required interviews (which interviewers, length of time, etc.)
- System should be able to find and sequence all possible interview times, according to the availability of the candidate, interviewer(s), and rooms of sufficient size
- Round trip response time is less than 2 seconds
- System can support concurrent users (minimal concurrency of 5)

Deliverables

- An invite accessible form for Candidates to submit their availability.
- An administrative dashboard for facilitating the scheduling of Candidates and Interviewers.
- Node/Express backend with adapters that connect to the frontend
- Backend and integration test suite

Benefits

- Expedite the scheduling and availability matching between Candidates and Interviewers
    - Automated interview scheduling reduces the number of e-mails and calls that Galvanize HR have to manage, freeing up their time
    - A smooth hiring process helps build a better relationship with the Candidates
- Having access to a single source of truth can reduce logistical confusion for both Interviewers and Candidates

Scope

- Allows Galvanize HR staff to register the Candidate and send them a randomly generated link to an availability form.
- Allows scheduling of breaks in the Candidates' schedules and coordinates room changes after breaks if necessary.
- Basic Administration module to allow for system maintenance including resetting a user's profile.

Stretch Goals:

- Interviewee self registration
- Multi-browser support (Chrome, Microsoft Edge)
- Active directory integration for internal Galvanize users
- Accommodation of rescheduling
- Two factor authentication

Project Constraints, Assumptions, Dependencies and Risks

Constraints

- It should be possible to schedule a break at a specific time.
- There will be a fixed list of interview rooms that are suitable. Ideally all the interviews should occur on the same room.

Assumptions

- Users are familiar with email.
- Candidates will not decline meeting invites.
- Candidates will not cancel meetings.

Risks

- Missing or changing requirements
    - This can delay the project completion.
- Incompatibility with Galvanize's current systems
    - This could cause Galvanize to incur extra effort to integrate this project with their current systems.
- User profile confidentiality
    - This could go against GDPR.

Dependencies

- The system will have external service dependencies.
    - Microsoft Graph API
    - AWS ec2
    - DynamoDB hosted on AWS

Project Approach and Acceptance Criteria

Project Approach

The project will be split between three independent Node modules.

1. A frontend built in React and Redux that will facilitate user login and roles, and integrate the Adapter.
2. A backend built in NodeJS using Express, hosted on Amazon Web Services which will facilitate the APIs, middleware, and connection to the Microsoft Graph platform.
3. An Adapter that will be implementations of the backend's API's with a user friendly interface that can be easily imported and reused in any future Node project.

All of these modules will be built on the same version of Node in TypeScript, each isolated in their own respective containers.

We will be privately hosting our source code on GitHub, and leveraging Google Cloud Build for continuous integration and testing.

Estimated Schedule

Milestone or Key Activity	Date
Initiation	Sep. 17
Pilot	Oct. 15
Project Completion	Nov. 26

Estimated Effort and Cost

The project will be carried out by the labor of six undergraduate students working part-time. Labor is free. Additionally, the project will be hosted within the free credits given by Google on google cloud platform. Here we will run two servers on Google Cloud run for frontend and backend. We will require a license and database for Microsoft Graph, which will need to be provided by Galvanize.

User Stories

Administrator

- Should be able to register Candidates
- Should be able to suggest a list of Interviewers for candidates and specify if each respective Interviewer is required or optional
- Should be able to specify the number of minutes for interviews
- Should be able to select from potential schedules that map Candidates to Interviewers
- Should be able to define the preferences of Interviewers (as to whether or not they wish to interview alongside other Interviewers)
- Should be able to reset a profile
- Should be able to delete a profile
- Should be able to remove a Candidate’s invites

Candidate

- Should be able to provide blocks of time from 30 minutes to 8 hours that they are available to visit the office
- Should receive their invitation via email
- Should receive their schedule via email

Project Governance

Team Responsibilities

Project Role	Person Responsible
Product Owner	Christopher Powroznik
Project Manager	Andrea Tamez
Front End Lead Developer	Kwangsoo Yeo
Backend Lead Developer	Masahiro Toyomura
Integration Management	Cindy Hsu
Software Developer	Braxton Hall

Communication Plan

- Biweekly stand up meetings on Tuesdays and Thursdays at 8:00PM
- Weekly extended meetings for code review and extended support following Thursday stand up meetings
- GitHub Issues and Milestones for communicating progress and roadblocks between scheduled meetings