Citizen Developer Posting Board

Quick Start Guide

What is the Posting Board?

The Citizen Developer Posting Board is a platform where teams can post their automation and development needs, while skilled employees from any department can discover and implement these solutions. It democratizes software development by connecting business needs with technical talent across the organization.

Getting Started

1. Navigate to the Platform

Access the Posting Board at your organization's URL. The home page displays all available ideas that need implementation.

2. Verify Your Email

Click 'Login' or any protected feature to start the authentication process:

- Enter your corporate email address
- Check your email for a 6-digit verification code
- Enter the code within 3 minutes to complete verification
- Complete your profile with name, role, team, and skills

3. Explore the Platform

The main navigation provides access to:

- **All Ideas** - Browse all open opportunities
- **My Ideas** - View ideas you've submitted or claimed
- **My Team** - Team analytics (managers only)
- **Submit Idea** - Post a new development need

Browsing Ideas

The home page shows idea cards with:

- Title and description of the need

- Required skills and priority level
- Size estimate (Small/Medium/Large/Extra Large)
- Bounty or recognition offered
- Team and submission details

Use the filters at the top to find ideas matching your skills.

For All Users

Submitting an Idea

Click 'Submit Idea' in the navigation to post a new need:

- **Title:** Brief, descriptive name for your idea
- **Description:** Detailed explanation of what you need
- **Team:** Your team (auto-filled if assigned)
- **Priority:** Low, Medium, or High urgency
- **Size:** Estimated effort required
- **Skills:** Technical skills needed for implementation
- **Needed By:** Target completion date
- **Bounty:** Recognition or rewards offered

Claiming Ideas (Developers Only)

If you have Developer or Citizen Developer role, you can claim ideas to work on:

1. Click 'View Details' on an idea card
2. Review the full requirements and bounty
3. Click 'Claim This Idea' if you have the required skills
4. Wait for dual approval from idea owner and your manager
5. Once approved, the idea moves to 'Claimed' status

My Ideas Dashboard

Track your activity and manage approvals:

- View statistics: Submitted, Claimed, Open, Complete
- See all ideas you've submitted with current status
- Track ideas you're working on
- Approve/deny claim requests for your ideas
- Monitor pending approvals

Notifications

The bell icon in the navigation shows unread notifications for:

- Claim requests on your ideas
- Approval decisions on your claims

- Status changes on ideas you're involved with
- Team updates and assignments

For Managers

Manager Capabilities

As a manager, you have additional responsibilities and tools:

- Approve team members' claim requests
- View comprehensive team analytics
- Assign ideas to specific team members
- Edit team member profiles and skills
- Monitor team spending on bounties

My Team Dashboard

Access 'My Team' in navigation to view:

Team Overview:

- Member count and activity metrics
- Ideas submitted vs. claimed
- Completion rate and pending approvals
- Total spending on bounties

Visual Analytics:

- Priority and size distribution charts
- Team skills vs. skills needed (gap analysis)
- Spending trends over time

Team Members Table:

- Individual performance metrics
- Edit member profiles and skills
- Track submitted, claimed, and completed ideas

Approval Workflow

When team members request to claim ideas:

1. You receive a notification for approval
2. Review the claim request in My Ideas or via notification
3. Consider member's skills and current workload
4. Approve or deny with one click

5. Both your approval and idea owner's approval are required

Quick Tips

• Check notifications regularly for pending approvals

• Use filters to find ideas matching your team's skills

• Encourage team members to keep profiles updated

• Monitor the skills gap chart to identify training needs

• Ideas with monetary bounties over $50 require approval

• Use 'My Team' to track spending and budget impact

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