**Plan:**

After the end of Sprint 1, we submitted our Sprint 2 development plan spreadsheet to the client:

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Description automatically generated

*Figure. Sprint 2 plan for the foundation*

Tasks that have already been completed or are nearly complete are marked in yellow, tasks planned to be completed in Sprint 2 are marked in blue, and the remaining tasks are marked in grey.

The following explains our reasoning for how we divided the tasks within the Foundation interface.

On the Foundation page, I listed the tasks that have already been completed or are nearly complete:

* Login system development
* Role-based access control
* Design system

We have completed the basic functionalities of the Login system, including login, logout, and registration.  
A screenshot of a computer screen

AI-generated content may be incorrect.  
The remaining tasks are the password recovery feature and deploying the system to an online server.

For RBAC, we created an Admin panel that allows administrators to assign different roles to users. A user’s role determines which pages and functionalities they can access.  
(*Note: Insert screenshot of the Admin panel here!*)  
Currently, we are testing our RBAC system using some basic roles such as Admin and HR. Once this is completed, we will introduce all required roles according to the client’s specifications and configure permissions accordingly.

At the end of Sprint 1, we completed all of our assigned Figma designs. Each Figma is clickable to simulate real usage.  
(*Note: Insert screenshot of the Figma here!*)  
To support demonstrations, we also designed a flow chart to show the user journey on the website.  
(*Note: Insert screenshot of the flow chart here!*)

Next are the tasks we plan to complete during Sprint 2:

* Audit logging framework
* Document storage
* Notification service

For the Audit logging task, we plan to design a monitoring system that records events during website operation, including:

* Identity and sessions
* Data operations
* Configuration and system changes
* API and external access
* Administrator activities
* And more

Each log record should include:

* Time (UTC timestamp)
* Location (source IP, User-Agent, device/OS, network/subnet, session/Trace ID, etc.)
* Subject (user\_id, role, tenant/organization, service account)
* Action (success/failure, error code and message, number of rows affected, number of entries returned)

All logs will be aggregated into a log file, which will be generated regularly and made available for admin download. This task is expected to be completed by the end of Sprint 2.

For the Document storage functionality, we believe it will require deploying an online database to store different types of files uploaded by users, supporting multiple file formats. This task is also expected to be completed by the end of Sprint 2.

In the Notification service task, our responsibility is to create the email templates required by the system, including the candidate invite email and offer email. Our plan is for the frontend team to design the templates according to client requirements, and once completed, the backend team will implement the actual functionality. We expect to complete the candidate invite email template in Week 2 of Sprint 2 and the offer email template in Week 3 of Sprint 2.

Finally, there are tasks whose development depends on the overall progress:

* Price catalogue
* Data backup & restore drill plan

For the Price catalogue task, it is not included in our Sprint 2 development plan, as it is more closely related to the pricing and subscription mechanisms in other modules. Since the HRM module does not contain pricing-related content, we have decided to focus on HR module development first and only consider this task once we complete our assigned portions.

The Data backup & restore drill plan task requires us to implement automated backups (for databases and files, including validation and retention policies), configure off-site storage, and define RTO/RPO recovery objectives. In addition, we need to conduct periodic recovery drills. We consider this task highly critical to the website, but since it depends on setting up the online server and deploying the website first, we estimate the prerequisites for this task may only be met in Week 3 of Sprint 2. Therefore, it is possible that the Data backup & restore drill plan task will only begin in Sprint 3. For this reason, we have listed it as a task dependent on overall progress.

After completing the explanation of task planning for the Foundation interface, we move on to the HR Module task breakdown for Sprint 2.

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Description automatically generated

*Figure. Sprint 2 plan for HR modules*

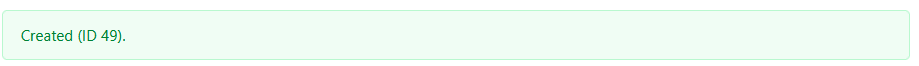
(The same color coding rules used for Foundation tasks are applied to HR module tasks.)

**Tasks already completed or nearly completed:**

* Candidate intake form
* Candidate portal profile
* Assessment form & validation
* Convert to employee

The Candidate intake form is functionally complete and fully operational. A screenshot of a computer

AI-generated content may be incorrect.



The Candidate portal profile is basically complete, though the file upload functionality still needs refining and is expected to be completed in Sprint 2. A screenshot of a computer

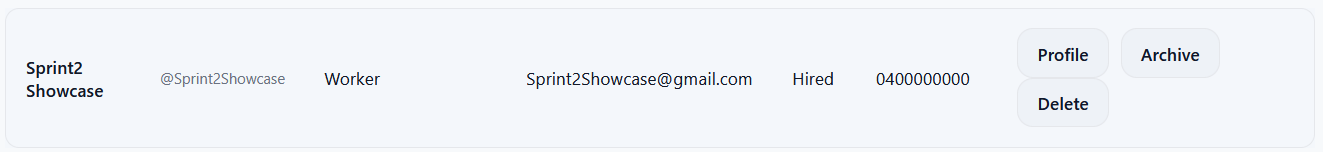
AI-generated content may be incorrect.

The Assessment form is mostly completed, with only a few areas requiring further development. (*Insert screenshot here*)

The Convert to employee functionality is fully complete.

A screenshot of a computer

AI-generated content may be incorrect.



A screenshot of a computer

AI-generated content may be incorrect.A white paper with black lines

AI-generated content may be incorrect.

WIP of password changing currently only for admins

**Tasks planned for completion in Sprint 2 within HRM:**

* Candidates invite email
* Manager review & reminders
* Offer email & e-sign
* Employee list & filters
* Employee profile management
* Employee status & archive
* Training programs
* Training sessions & attendance
* Training completion & certificates

The Candidate invite email functionality will automatically send an invitation email to the candidate after their profile is created in HR. The candidate will access their account using a randomly generated password provided in the initial email. They will be prompted to change the password immediately, though this is optional. This feature is expected to be completed in Week 1 of Sprint 2.

The Manager review & reminders functionality enables managers (service providers) to review candidate profiles and uploaded documents. If needed, they can send reminder emails prompting candidates to complete their profiles or upload documents. This task is expected to be completed in Week 1 of Sprint 2.

If a candidate is hired (status set to “Hired”), the notification email will include an employment contract. Candidates will be required to review and sign the onboarding documents, then upload the signed documents to their account.

The Employee list & filters functionality provides a listing page for all employees, with filtering options such as:

* Job Title (dropdown)
* Status (active/inactive/etc.)
* Date of Joining (date range)
* Keywords (matching name, email, or phone number)

This task is expected to be completed in Week 1 of Sprint 2.

Employee profile management will allow managers to access and update centralized employee profiles, which include personal details, contact information, key strengths, and areas for improvement. This functionality is expected to go live in Week 2 of Sprint 2.

The Employee status functionality allows managers to update employee statuses (e.g., active/inactive). They can also remove employees from the system. Initially, employee profiles will be disabled and archived, and managers may permanently delete employee profiles from the archive section.

The HRM Training module enables service providers to manage staff development by creating and administering training programs, scheduling sessions, and assigning service workers and coordinators. It supports detailed program information (such as name, description, trainer, target audience, materials, and attendee limits), session management (including schedules, locations, curricula, and status updates), and attendance tracking, where at least 90% participation is required for completion. Successful participants will be awarded completion certificates stored in the system. The module also provides reporting and notification features for staff, trainers, and managers. However, we expect this functionality will not be fully completed in Sprint 2, and some remaining tasks will likely be carried over into Sprint 3.

**Tasks dependent on overall progress:**

* HRM reports
* Employee satisfaction survey
* Appraisal (3/6/12 months)
* Performance review (3/6/12 months)
* Variation letters (role change/salary change)
* HR Document management with expiry
* Payroll integration stub (Xero)
* Profile completion indicator

These tasks all share one common requirement: the need to build and train AI models to support them. At our current stage, we do not yet have the capability to complete these development tasks. Therefore, we have decided that