



SOUTHWEST POWER POOL

Circuit Project Timeline

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Project Overview

The Circuit is an upcoming application for the employees of Southwest Power Pool. It will act as a portal where employees will be able to edit their own information, join groups, and keep up-to-date on the latest SPP news. SPP managers will have unlimited access to the application and will be able to manage users, groups, pages, and more.

At its core, the Circuit is a social media platform that will help SPP employees connect with each other, strengthening SPP's company and culture.

Technical Overview

The Circuit will be primarily built in Laravel, a popular PHP framework. The application will also utilize a number of different coding languages and plugins to ensure that everything is both functional and user-friendly.

One of the main features of the Circuit is the use of two-factor authentication. By using this type of authentication, employees will be able to ensure that all of their information is secure within SPP's network and behind its firewall. Employees will also be able to VPN into the Circuit. When they are on SPP's network, they will automatically be logged into their computer and the Circuit.

Timeline

Overview

The first seven weeks of development are dedicated to the Circuit's functionality while the last two weeks will be used for testing the application and fixing any usability issues.

NOTE: APPLICATION ISSUES AND CODING BUGS ARE COMMON WHEN BUILDING A LARGE-SCALE APPLICATION. THIS TIMELINE DOES NOT TAKE THOSE INTO ACCOUNT. HOWEVER, THE TIMELINE IS FLUID AND FEATURES CAN BE CHANGED OR PUSHED BACK IF NEEDED.

The following shows a general look at the proposed SPP Circuit timeline:

Number of Week	Date Range	Features
Week 1	September 12-16, 2016	Posts, Users, Groups, Photo Gallery, Video Gallery
Week 2	September 19-23, 2016	Forms, Polls, Admin Dashboard, Page Manager
Week 3	September 26-30, 2016	Events, Uploads (Files/Documents)
Week 4	October 3-7, 2016	LDAP Authentication, Staff Roster
Week 5	October 10-14, 2016	FaceFinder, Badges, Notifications, Search
Week 6	October 17-21, 2016	Widgets, Post Archive
Week 7	October 24-28, 2016	Recycle Bin, Analytics, Responsive
Week 8	October 31 - November 4, 2016	Testing and Quality Assurance
Week 9	November 7-11, 2016	Testing and Quality Assurance

Week 1

Date Range: September 12-16, 2016

Content: Posts, Users, Groups, Photo and Video Gallery

Features:

- Create and manage posts
- 'Like' posts
- Comments
- View Counter
- Boosting Posts
- Keyword Tagging
- News feeds and group feeds
- Group page calendar and gallery
- Site calendar
- Employee profile page

Posts

Create and Manage Posts (Roles/Permissions/Access)

- Site administrators will be able to create, schedule, edit, unpublish, sort, boost and delete posts to be displayed in the homepage newsfeed.
- Group Page administrators will be able to create, schedule, edit, unpublish, sort, boost, and delete posts within groups for which they're given ownership.

'Like' Posts

- Users will be able to 'like' posts.
- Users will have a way to report a post to be reviewed for potential removal.
 - The person who reports a post may be anonymous.
 - The author of the post and site administrators will be alerted by e-mail.

Comments

- Users will be able to add comments to the posts
- Admins will be able to turn off/on comments for a posted article.

View Counter

- Basic metrics – such as unique views, likes, and comments – should be displayed along with content posts, indicating their popularity/engagement.

Boosting Posts

- Admins will be able to boost posts so they stay at the top of the screen.
- There can be an unlimited number of boosted posts.
- Admins can also remove a boosted post or sort existing boosted posts.

Misc. Post Information

- Posts can have embedded hyperlinks that send them to other pages.
- Pictures or videos in posts will not show up in the Photo or Video Gallery.
- Admins can see who has flagged a post and how many 'likes' a post has.
- Posts can be archived.

Users

Roles/Permissions/Access

Site Administrators:

- Can add, edit, delete, all pages and content
 - Includes the ability to embed images, videos, and links in posts and on pages.
- Can post video
- Can add, edit, delete, Pictures and videos to Gallery
- Can boost posts
- Can pin a post to the right sidebar to create a widget
- Can add, edit, delete to the Calendar
- Can view, restore, delete, delete all recycle bin items
- Can create forms, polls and surveys
 - Form results should be easily accessible and readable by Admins
- Can add a Group page post to the Homepage Feed
- Content Page administrators
- On a specific page, can add, edit, delete content using a WYSIWYG editor
- Group Read Write User (Only some group pages will use this access)
- Can view all content on their group page
- Can update or delete a post they authored
- Can post as other users
- Can add, edit and move navigation
- Have access to site analytics that report page/content views, file downloads, and search terms.

Group Page Administrators:

- On a specific page, can add, edit, delete content
- Can add pictures to the page specific Gallery
- Can customize their specific page within limits
- Cannot upload video
- Can add, edit, delete to group specific calendar
- Cannot add a Group page post to the Homepage Feed

Users:

- Can read all content except group pages where they are not included in the group
- Can read all content on group pages where they are included in the group
- Can make comments to all articles and posts they can view
- Can post to the Water Cooler feed
- Cannot post to the following Feeds; News Feeds, Group Pages

Broken Link Report Tool

- Site Administrators should be able to run a report that identifies broken URLs and orphaned pages
 - The results of this report should be easily accessible to Admins and can be shared with other users who have authored content

Employee Profile Page

- Profile information is pulled from HR's non-sensitive data feed
- Content can be updated through HR actions
- Non-sensitive data fields cannot be overwritten
- Update content through HR actions (link)
- Some fields, not populated by non-sensitive data, should be user-editable
- Two profile photos: one for FaceFinder, one for personal use
- Personal/user-specified photo if not populated
- Profile should display badges and other work accomplishments
- Shortcut link to authored posts (not comments, but original content)
- Shows posts the user is tagged in
- Personal/private activity feed of a user's own comments, posts, etc.
 - This feed will only be visible to the specified user

NOTE: THE CIRCUIT WILL INTERFACE WITH OTHER SYSTEMS TO ENSURE THAT USER DATA IS UPDATED ACROSS ALL SYSTEMS. THIS INFORMATION WILL LIVE IN THE ABRA FEED THROUGH SPP'S HR DEPARTMENT. PROFILE DATA WILL REFRESH DAILY.

Groups

Group Page

- Will include the title of the group, a group description and customizable profile and header images
 - The header, footer and sidebars are static and will stay the same on group pages

Group Feed

- Should archive after 18 months
- Group Page administrators can pin posts as a widget to the right Sidebar only to be seen on their Group Page and any of its Child pages. These posts would appear below the Widgets pinned from the Home Page.
- Non-Admins can be given access to post content in access-controlled areas of the site tailored for read-write access by certain groups
 - Admins can revoke access or access may be given automatically based on certain profile characteristics

Group Calendar

- Has the same functionality as the site calendar, but is displayed on group pages and administered by the group's admin
- Site admins should be able to copy or 'push' a group event to the site calendar

Group Gallery:

- Each group has its own photo gallery
- Group page admins can designate who in their group can post to the gallery

Photo/video gallery

- Users can post photos when they're posting content as approved/access allows
- Pictures posted with that content inherit the retention schedule of that post type
- Photo gallery retains its own retention schedule
- Ability to comment on and like photos and videos
- Metadata to be used for tagging purposes (Date, time, etc.)
- Create workflow for users to request to add photos to SPP Photo and Video Gallery.
- These will need to be approved by Site administrators before being added.
- Create categories/album titles; tag by title, date, etc.; ability to tag authors
- Batch upload; batch tag; batch multiple tags
- Display photos in albums, sorted by most recent first
- All file formats
- Vendor should recommend file size limits.
- Automatically scale photos to X size
- Users have ability to tag themselves or tag others
- Report issues/photo removal
- Ability to embed photos/videos uploaded to library into posts instead of uploading again
- Most commonly tagged list
- The site should feature a gallery which enables administrators and designated users to upload, categorize, tag, sort, comment or caption, and download images and videos.
- Only Site administrators to be able to upload videos
- The gallery should enable users to sort/filter/search/browse content by date, tags, and other metadata.
- Users should be able to view and download individual, selected, or all images/videos in a particular gallery.
- Videos should be playable from within the gallery, and should accommodate various formats/codecs, and HD quality files.
- Site must support audio and video files in a format that is viewable in all major browsers (IE, Firefox, and Chrome).
- Administrators should be able to embed audio/video that was previously published in the Gallery into any content page

Week 2

Date Range: September 19-23, 2016

Content: Forms and Polls, Admin Dashboard, Page Manager

Features:

- Homepage slideshow
- Forms and polls can be 'widgetized'
- Administrator Dashboard
- Terraforms

Forms and Polls

- Predefined available fields
- Ability to place the form in posts and on content pages
- Ability to limit the number of submittals
- The form creator and site admins can see submitted information
- Form creators and site admins can designate who receives information from the submitted forms
- Form and poll data can be exported into a CSV file

Admin Dashboard

- Posting as other users, changing navigation, uploading docs, creating modules
- Ability to open links in different ways: new window, same window, modal box
- Anything that's deleted is "saved" in the back end in a recycle bin for a certain period
- End users should be able to search for content, people, documents, events, videos, and other content types, and sort and filter search results by relevant metadata (E.g., published date for documents, reporting relationships for people, etc.).
- Site Administrators should be able to define access control levels for users, defining permission to read, author, publish, and edit content in different areas of the site. (For instance, an author from one department cannot create pages for another department.)
- Site Administrators should be able to define roles/privileges for posting rights areas of the site so that content submitted by certain users (authors, for example, who have permission to create content but not post/publish it) would be routed to editors/administrators for approval
- Site Administrators should have access to site analytics that report page/content views, file downloads, popular search terms, etc.
- Content authoring tools should include the ability to create online forms, polls, and surveys
- Content authoring tools should include the ability to embed images, videos, links to documents, external sites, etc.
- Content authoring tools should include the ability to display images, audio, and video in popup windows/lightboxes. (E.g., clicking on a video embedded in an article may open a higher-resolution version in a dynamic lightbox).
- Site Administrators should be able to Post content as if they are another user.

Page Manager

- Administrators can create and delete new pages.
- Only administrators and designated users can update pages.
- Pages will be equipped with an in-page editor for content structure and styling.

Week 3

Date Range: September 25-30, 2016

Content: Events, Uploads (Files and Documents)

Features:

- Group Page Calendar
- Site Calendar
- Event Registration

Events

Group Page Calendar

- Has the same functionality as the site calendar, but is displayed on group pages
- Site admins should be able to copy or 'push' a group event to the site calendar

Site Calendar

- Events can be created with tags
 - The tags are used when searching for events
- The Circuit has a main calendar for general SPP events.
- Events can be seen on the main homepage in its own sidebar widget.
- Event creators can integrate events with Outlook.
- Users can sign-up for events through customizable registration form.
- All Event information, including attendees and registration, can be accessed through the Admin Dashboard.

NOTE: SITE ADMINISTRATORS SHOULD BE ABLE TO VIEW REGISTRATION RECORDS (INCLUDING NAMES, CONTACT INFORMATION, OTHER FORM FIELDS – E.G. MEAL OPTIONS, T-SHIRT SIZE, ETC. – AND REGISTRATION TIME/DATE), AND EXPORT THE INFORMATION TO EXCEL, PDF, OR CSV REGISTRATION REPORTS.

Upcoming Events

- Site has a sidebar widget that shows upcoming events
 - 3 to 7 upcoming events are pulled from the calendar
- List of events in sidebar should link back to the specific event post
- Café items are not included in the upcoming events widget

Uploads

- Ability to upload files/forms and downloads to a library/file Directory
- Library to be visible on front end
- Certain documents can be hidden from the library (not visible or searchable on front end)

Document Upload and Management

- Site administrators should be able to upload, categories, and display on the site a library of documents (or a subset of the library, sorted/filtered by metadata) such as PDFs, graphic files, videos, ZIP files, and other common file formats for download by end users
- Site administrators should be able to update document records with revised versions of the associated files, such that links or references to those documents are automatically updated across the site
- Site Administrators should be able to create user-facing pages that display contents of the document library with thumbnails, file metadata, etc., from which users can download files
- Ability to tag files
- Upload date stamp (creation, modified date)
- Publish and unpublished timeframes
- URL stability (no broken links when overwriting)
- Ability to add, rename files
- Ability to search for files in the back end
- Two-step confirmation on deletion
- All deleted items go to a recycle bin
- Search within display name and file name
- Viewer-specific documents/files based on group type
- Simple hyperlink for all file types accessible through the back end

Week 4

Date Range: October 3-7, 2016

Content: LDAP Auth, Staff Roster

Features:

- Sortable lists and spreadsheets that can be viewed and exported

LDAP

- More information is needed from SPP to set up the Circuit LDAP and two-factor authentication.

Staff Roster

- Administrators and designated users can view and export a sortable list of all SPP employees.
- Currently, the non-sensitive data fields are:
 - First Name
 - Last Name
 - Job Title
 - Department
 - Business Telephone
 - Cube Location

Week 5

Date Range: October 10-14, 2016

Content: FaceFinder, Badges, Notifications, Search

Features:

- Badge award system
- Contractor FaceFinder
- Site Search
- Group Search

FaceFinder

- Searchable/filterable
- Can sort by department (engineering-> planning; location -> third floor, ODC)
- Populate from non-sensitive ABRA data
- Can be updated through HR actions (Cube location, phone number, etc.)
- Name should display below badge photo; other information (E.g., job title, department - may also display as caption, mouse-over, etc.)
- Links to profile page, where all info resides
- Different-colored frames/badge to distinguish contractors from SPP employees

Contractor FaceFinder

- Contractors should be visually distinguished from SPP employees, and users should be able to filter FaceFinder to see only employees, only contractors, or both
- Same requirements as employee FaceFinder + company name + SPP Sponsor
- Automate with HR tool to automatically add when added to employee DB
- Automate with HR tool to automatically remove when an employee EMPL_Status in HR Database = T
- Ask legal if this has to be separate from SPP Employees
- Add Security and Full Time Maintenance Staff, the Coffee Supplier
- Current Fields being used today:
 - Name
 - E-mail
 - Company
 - Job Title
 - Work Stream (Sponsor/team)
 - Preferred Phone
 - Building/Location

Badges

- The Circuit will have an award system, allowing users and administrators to reward other users with badges for predetermined accomplishments.
- The badges will be displayed on the employee's profile page.

Notifications

- Users should receive notifications – and be alerted by some visual cue on login – regarding important messages and other occurrences
- Notification examples include:
 - Content updates
 - Badge Awards
 - Severe Weather Alerts
 - Holiday Messages and Alerts

Search

- Site administrators and users can use the Circuit's search function to find:
 - Posts
 - Articles
 - Other employees
 - Photos and videos
- The search function utilizes tags to pull relevant information.
- The search results can be filtered and arranged.
- Archived material is not included in any search results.
 - For admins, there should be an option to include archived material in search results

- Utilize 'smart searching'
 - For example, 'photos of John Doe' should return all photos where John Doe is tagged
- Search should exclude anything within the recycle bin

Week 6

Date Range: October 17-21, 2016

Content: Widgets, Post Archive

Features:

- Birthdays and anniversaries
- SPP Café
- Upcoming Events widget
- Polls and forms
- Links

Widgets

Right Sidebar (Widgets)

- Will not contain arbitrary data
- Site administrators should be able to create new widgets that will appear on the right sidebar
- Site administrators should be able to add, delete, rearrange and temporarily hide (or unpublish) widgets
- Admins should be able to set publish, unpublish, delete and archive dates for admin-created widgets
- Admin-created posts can be pinned to right sidebar to create widgets. These can also link to Circuit articles, posts, calendar events, documents (of any file type) and any external pages
- When a post is pinned as a widget, it should inherit the styles of the sidebar, and images should be automatically resized to fit in the space without cropping or distortion
- Sidebar to be static and remain on the side; will stay when scrolling down page
- Sidebar could contain its own scroll bar if needed

Widgets

- Posts that can be pinned to the Right Sidebar on the Homepage by the Site admins
- The Group Page administrators can pin posts to the right sidebar On Group Pages
- Group Page widgets would appear below Home Page widgets
- When a post is pinned to the right Sidebar as a widget it is removed from the feed of its origination page
- When a post is pinned to the right Sidebar as a widget it is removed from the Archive Process

Birthdays & Anniversaries

- List the Employees who have a birthday today and several days out. Sorted by days till birthday. Clicking an employee's name is a hyperlink to their Employee Profile
- List the Employees who have a service Anniversary today and several days out. Also shows the number of years with SPP. Sorted by days till anniversary, clicking an employee's name is a hyperlink to their Employee Profile.

- On an employee's first day of employment, their name should be displayed in a list labeled "new employees"
- Include a scroll bar to see ones that cannot fit into window provided - display as many as possible without scrolling/cropping.

SPP Café

- A widget should be created that displays a weekly menu or scheduled food vendors, and workflow/permissions should be configured such that a non-administrator can contribute content that will display here.
- The widget to show the Food Vendor by day for the next 5 business days always starting with the current day. The vendor's name or some other means should link to the Vendors menu for the day.

Upcoming Events

- Widget that pulls the next 3 to 7 upcoming events from the Calendar.
- The list of events should be able to link back to the Calendar or a specific post about the event
- Should not pull Café items into this calendar

Post Archive

- Archive can be sorted by Category or Date
- News feed archives at 18 months
- The site should archive newsfeed items such that they are still findable/accessible through search even after they have been unpublished or expired from the homepage newsfeed.
- Ask IT: Where is the archived content stored?

Things to Remember

- There should be a filter option to search for archived material.
- Archived material should not be included in the default search
 - For Admins, there should be a filter to include archived material
- Widgets will not automatically purge or Archive
- News Feed is archived after 18 months
- Past events should be viewable for 18 months then archived

Week 7

Date Range: October 24-28, 2016

Content: Recycle Bin, Analytics, Responsive

Features:

- NFR Document?
- Recycle Bin purges content after 30 days

Recycle Bin

- The recycle bin captures all content that has been manually deleted.
- Recycle bin content is purged after 30 days.
- Site administrators have the ability to view, restore and delete content.

Analytics

- Admins can access analytics reports that show:
 - Document downloads
 - Engagement numbers
 - Who saw the post/page?
 - Who interacted with the post/page?
 - Who has logged into the system and when
 - Impressions of pages and posts
 - Click paths
 - Search terms

Week 8-9

Testing and quality assurance

Weeks 8-9 are set aside for testing and quality assurance. If there are any features listed in the previous weeks that need to be fixed, they will be fixed during Week 8 and 9.