ManageHelp

Sprint 3 Planning Document

Tom Carsello, Matt Hiatt, Sharan Sivakumar, Jon Tokad

Sprint Overview

In the third sprint, we have to recoup our losses from sprint 2 where we did not successfully implement the crux of our project, the schedule component. While we were able to implement much of the supporting functionality, we still lack a convenient way to view upcoming schedules and a clean way for managers to create and edit them. So that will again be our focus this time around. We will also be adding some of the final bonus features from our backlog to give the product a complete and professional feel. We are planning to add ways for managers to send announcements to employees, assign specific tasks, and for the employees to view said announcements and check off tasks they've been assigned to. Finally, we want to polish the UI and CSS to make our product look more market-ready.

Scrum Master: Matt Hiatt

Meeting Times: Tuesday, Thursday 7:30pm, Friday 8:30am (with project coordinator)

Risks and Challenges:

The biggest challenge is again creating a quality schedule component. We knew it was going to be a problem going into the last sprint but it still surprised us and we were unable to even get very close to finishing it. Considering our first several attempts to create our own schedule tables turned out unusable, we need to dedicate an absurd amount of time to finishing these user stories (1, 2, and 3) and consider using external packages/elements to help assist us. The risk is very high with these components because failure to complete them would make almost the entire rest of the project useless.

Current Sprint Detail

User Story (1/12): *As a manager, I would like to be able to add employee shifts to schedules.*

Task #	Description	Time	Owner
1	Create a weekly Calendar UI	8h	Jon
2	Allow shifts to be scheduled by inputting employee info and shift goals into the scheduling form	4h	Jon
3	Managers should be able to assign an employee to the shift	2h	Jon
4	Managers should be able to remove employees from a shift	1h	Jon
5	Add a publish/unpublish button.	1h	Jon
6	Write and deploy unit tests to ensure new scheduling functions for managers/admin work.	4h	Sharan

Acceptance Criteria

- Given that a user is on the workspace page and is an admin or manager, they should have the option to add a shift to a schedule.
- Given that a manager adds a shift to a schedule, the shift should then be visible within the schedule.
- Given the user is a manager or admin, they should be able to amend the details of existing shifts (employee, hours, job role).

User Story (2/12): *As a manager, I would like to be able to create daily schedules for any day in the future.*

#	Description	Time	Owner
1	Add right and left arrow buttons to edit screen	2h	Matt
2	Correctly display dates for where the manager has navigated to via the arrows	2h	Matt
3	Create a dictionary of dates and schedule objects in the database, and attach it to the workspace object	3h	Matt

#	Description	Time	Owner
4	Write and deploy unit tests to ensure that dates are correct and the future schedules save properly	4h	Sharan

Acceptance Criteria

- Given that a user is a manager in the edit schedule screen, they should be able to create a schedule for any day in the future by selecting the date.
- Given that a future schedule is created, it should be visible in an unpublished state to other managers/admins so they can make revisions.
- Given that a future schedule is published, it should be visible by employees

User Story (3/12) : *As an employee, I would like to be able to view schedules that have been published by the management team.*

#	Description	Time	Owner
1	Create schedule view UI	6h	Tom
2	Populate schedule view UI with published schedules in the workspace	2h	Tom
3	Add forward and back arrows to allow the user to be able to look ahead at any available schedules	2h	Tom
4	Write and deploy unit tests to ensure that schedules deploy properly and published future schedules can be viewed properly	4h	Sharan

Acceptance Criteria

- Given that a schedule is published by the admin, any employee in the workspace should be able to view the schedule.
- Given that an employee is viewing the schedule, they should be able to arrow forwards and backwards to view schedules in chronological order.
- Given that the employee views a day without a published schedule, the employee should see a message stating this schedule is not yet published.

User Story (4/12): *As a manager, I would like a way to post announcements in the workspace*

#	Description	Time	Owner
1	Create a 'make announcement' form in the manager component	2hr	Matt

2	When a manager submits an announcement, the database should be updated to hold it	2hr	Matt
3	Managers should be able to pin announcements to the top of the list and remove old announcements	2hr	Matt
4	When a manager posts an announcement they should have the option to email all of the workspace its contents	2hr	Matt
5	Write automatic tests to check notifications and database updating	3hr	Sharan

Acceptance Criteria

- Given a user is logged in as an admin or manager, they should have a create announcement form in the manager function component
- Given that a manager submits an announcement with the notifications enabled button, the whole workspace should be notified via email of the announcement
- Given that a manager submits an announcement with the notifications disabled button, the announcement should post to the announcements page but the workspace should not be notified
- Given a manager selects to pin an announcement, it should appear at the top of the announcement list with the other pinned announcements

User Story (5/12): *As an employee, I would like a way to view and be notified of announcements*

#	Description	Time	Owner
1	Create a 'view announcement' component in the employee functions section of a workspace	2h	Matt
2	When a manager pins an announcement, it should be at the top of the employee announcement view	1h	Matt
3	When an announcement is posted (with notifications enabled) then the employees should all receive emails that show the text of the announcement	2h	Matt
4	Test view announcements page to ensure when announcements are added/removed the page updates to reflect such changes	2h	Sharan

Acceptance Criteria

- Given a user has employee privileges for a workspace, they should be able to view any announcements that have been posted to the workspace
- Given that an announcement has been pinned, it should be at the top of the priority list
- Given that a user is in a workspace and a manager posts with notifications on, they should receive an email notifying them of the text of the announcement

User Story (6/12): *As an employee, I would like to be able to check off any tasks I've completed during a shift*

#	Description	Time	Owner
1	Create a card that contains radio buttons (checkbox) with individualized tasks	3	Jon
2	Read tasks from database to backend	3	Jon
3	Get tasks from server to display on the card	3	Jon
4	Tests to ensure checking off and assigning tasks properly updates in the database	2	Matt

Acceptance Criteria

- Given that an employee is logged in to the workspace, they should only be able to view tasks assigned to them specifically
- Given that an employee has an assigned task, they should be marked as complete when the user deems them so by clicking on the radio button
- Given that the user is the manager who assigned the task, they should receive an email notification when the employee marks a task as complete

User Story (7/12): *As a manager, I would like to be able to attach specific tasks to an employee*

#	Description	Time	Owner
1	Display the task content on a card	2	Jon
2	Employee should get an email notification when the task is marked as complete	2	Jon
3	The database should be updated when the card has changes	4	Jon

Acceptance Criteria

- Given that the user is an admin, the employees should have their own individual tasks that can not be seen by other employees
- Given that the user is an employee, the task on the card should be in an easy to read format with a clear indication of whether the task is finished or not
- Given that the user is an admin, they should receive an email when a user finishes their tasks

User Story (8/12): *As an admin, I would like to be able to remove a user by pressing a button on their view employee data card*

#	Description	Time	Owner
1	Remove and refactor delete employee by email function	1h	Matt
2	Add css elements to show a trashcan and up/down arrows on the employee info cards	2h	Matt
3	When trash button is pressed on employee they should be wiped from the workspace in the database	2h	Matt
4	Test to ensure users cannot get their way into viewing a workspace they've been deleted form	1h	Sharan

Acceptance Criteria

- Given a user is an admin, they should be able to remove an employee from the workspace by clicking a button the existing view employee card
- Given that a user is logged in, when an admin removes them from the workspace by pressing the button they should get the email notification and they should no longer be able to access the workspace
- Given that a manager presses the up/down arrow a user should be promoted/demoted and the change should be reflected in the user's menu

User Story (9/12): *As a manager, I would like to have a points system where I can make decisions to alter an employee's point total based on their performance metrics.*

#	Description	Time	Owner

1	Add/Subtract points to a given user	1	Sharan
2	Add points as a field in the database	3	Sharan
3	Send warning emails to user after they have reached a certain amounts of points	2	Sharan

Acceptance Criteria

- Given that the user is a manager or admin they should be able to add or subtract points to a user
- Given that the user is a manager or admin they should be able to send warnings to a user when they go over a certain amount of points
- Given that the user is a manager or admin, they should be able to remove a user once they have gone over a certain amount of points.

User Story (10/12): *As an admin, I would like an option to transfer an employee to another workspace*

#	Description	Time	Owner
1	Create employee transform form in admin functions component	3	Sharan
2	Remove employee and their old day off requests/shift cover requests from old workspace in database	3	Sharan
3	Update new workspace incidentals to reflect the addition of the new employee	2	Sharan
4	Send notification email to transferred employee	1	Sharan

Acceptance Criteria

- Given that a user is an admin, they should have a form for transferring an employee
- Given that an employee has been transferred, their information should be included on the employee display and labor calculations in their new workspace
- Given that an employee has been transferred, they should receive an email letting them know the transfer has completed

User Story (11/12): *As an employee, I would like to be able to go back and view previous schedules.*

#	Description	Time	Owner
1	Create a drop down menu which gives the option for old schedules for all employees	4hr	Tom
2	Create copy paste functionality for the collection of weekly schedules	5hr	Tom
3	Create the display method on the backend	4hr	Tom

Acceptance Criteria

- Given that a user is in the scheduling page, they should be able to see old schedules
- Given a user accesses an old schedule, old employees who are no longer with the company should still be visible
- Given that a user has been removed from the workspace, they should not be able to see old schedules even if they were on them

User Story (12/12): *As a manager or admin, I would like to be able to send email messages to specific employees through the ManageHelp system to avoid sharing my personal email with employees.*

#	Description	Time	Owner
1	Create form to send direct messages	2	Tom
2	Create backend API request to send messages	2	Tom
3	Create function to format the email message body based on the sending manager's user data	2	Tom

Acceptance Criterion

- Given that a user is a manager, they should be able to write messages and specify specific recipients into a form.
- Given that a user receives a personal message from a manager, the email notification should not show the manager's personal email address.
- Given that a user is a manager or admin, they should receive a copy of the message sent to the employee.

Remaining Backlog

Remaining
Upcoming Sprint
~~Completed~~

1. ~~As an admin, I would like to be able to create my company's ManageHelp workspace~~
2. ~~As a user, I would like to be able to login to my ManageHelp account~~
3. ~~As an employee, I would like to be able to join my company's ManageHelp workspace~~
4. ~~As a manager, I would like to be able to remove employees from the workplace~~
5. ~~As a manger, I would like to invite employees via email to join a workspace~~
6. ~~As a manager, I would like to be able to assign roles and pay rates to employees~~
7. ~~As a manager, I would like to be able to view information about my employees in an easy to read format~~
8. As a manager, I would like to be able to input my company's weekly hours into the schedule template
9. ~~As a manager, I would like to be able to create weekly schedules several weeks in advance~~
10. As an employee, I would like to be able to view any finished schedules when posted by the manager
11. As a manager or admin, I would like to be able to send email messages to specific employees through the ManageHelp system to avoid sharing my personal email with employees
12. ~~As an employee, I would like to submit requests for certain days off~~
13. ~~As an employee, I would like to be able to request other employees cover a shift and accept other employees covered shifts~~
14. ~~As a manager, I would like to be able to veto employee shift trades/coverages~~
15. As a user, I would like to be able to access ManageHelp on both desktop and mobile platforms
16. ~~As a manager, I would like to be able to view expected labor costs for a day or week~~
17. ~~As an employee, I would like to be able to receive notifications when my schedule is updated~~
18. ~~As an employee, I would like to be able to input scheduling restrictions~~
19. ~~As a manager, I would like to be able to delegate scheduling permissions to shift managers~~
20. ~~As a manager, I would like to be able to receive overtime warnings if an employee is overscheduled~~
21. ~~As a user, I would like to be able to recover my password via (email, security questions?)~~
22. As a user, I would like to see the specific tasks that I've been assigned to do by my manager
23. As a manager, I would like ways to post announcements

24. As an employee, I would like a way to view and be notified of announcements
25. ~~As a user, I would like a way to easily navigate between different workspaces if I work two jobs~~
26. As an admin, I would like to give managers announcement that only they can see
27. ~~As an admin, I would like to be able to promote existing employees to managers~~
28. As an employee, I would like to be able to go back and view previous schedules up to a month ago
29. As an employee, I would like to be able to check off any tasks I've completed during a shift
30. ~~As a manager, I would like to be able to approve and reject employee day off requests~~
31. As an admin, I would like to have a better way to better distinguish my employee based on their performance
32. As a manager, I would like to have a points system where I can make decisions to alter an employee's point total based on their performance metrics.