

ManageHelp

Sprint 2 Planning Document

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Sprint Overview

In the second sprint, the main goal will be to establish the scheduling interface and schema. We have set up the account authentication, workspace joining, and most of the administrative functions. Now it is time to create the schedule graphic and implement more of the employee based features like requesting shift trades and day off requests. Once we implement the ability for managers and the administrator to create schedules and for the employees to view them, the bare essentials of our project will be nearly complete and we can use sprint 3 to focus on bonus features and quality of life.

Scrum Master: Jon Tokad

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

Risks and Challenges:

The biggest challenge that we will be facing during this sprint is making a quality interactive schedule viewer, as this is the main focus of our project. Understanding how to create a visually appealing form that is easy to use is essential in keeping our users from getting frustrated with using our app. We must ensure that we store our data and write our backend functions in an efficient manner or we will end up paying the price with longer latencies, especially when the app is being accessed by a large number of users.

Current Sprint Detail

User Story (1/12): *As a manager, I would like to be able to input my company's weekly hours into the schedule template.*

Task #	Description	Time	Owner
1	Create a weekly Calendar UI	8h	Matt
2	Allow shifts to be scheduled by dragging and dropping shift elements in the calendar	4h	Matt
3	Managers should be able to assign an employee to the shift	2h	Matt
4	Add a publish button	1h	Matt
5	Add a save button.	1h	Matt
6	Write and deploy unit tests to ensure 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 edit the schedules.
- Given that a manager edits the schedule for a given week, they should be able to graphically view schedules.
- Given that a manager is done editing, they should be able to save their work so other managers can continue to edit it. If they are an admin they should have the additional option to publish the schedule for employees to view.
- Given that a user is not a manager, they should not be able to view or edit unpublished schedules

User Story (2/12): *As a manager, I would like to be able to create weekly schedules several weeks in advance.*

#	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	3h	Matt

	the database, and attach it to the workspace object		
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 navigate to future schedules up to at least a month in advance.
- Given that a future schedule is saved, its changes should be available to the next manager who attempts to edit it.
- 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 any finished schedules several weeks in advance.*

#	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 see the schedule in their workspace page.
- Given that an employee is viewing the schedule, they should be able to arrow forwards from the present week and see any schedules that have been published at least a month in advance.
- Given that a schedule is unpublished and in range of the viewable future schedules, it should show up as blank or with an unfinished label

User Story (4/12): *As an employee, I would like to submit requests for certain days off.*

#	Description	Time	Owner
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1	Create UI for a user to be able to submit requests for days off to the manager for approval	2hr	Jon
2	Update requests for days off in the database	2hr	Jon
3	Notify users when a manager approves their request for a day off	2hr	Jon

Acceptance Criteria

- The user should have a clean and intuitive user interface to be able to submit requests for days off to the manager for approval
- Given a request for a day off is made, the appropriate manager should be notified by email and able to approve it on their approval page
- When a user's day off is approved/rejected, they should be notified by email

User Story (5/12): *As a manager, I would like to be able to approve and reject employee day off requests.*

#	Description	Time	Owner
1	Create the UI for manager to be able to approve and reject employee day off requests	4	Sharan
2	Update requests for days off in the database	3	Jon
3	Notify the appropriate user when their request is either accepted or rejected	1	Sharan
4	Notify managers and admin when a day off request is created	1	Tom

Acceptance Criteria

- Given that the user is a manager, the manager should be able to view day off requests per employee
- Given that the user is a manager, the user should be able to accept or deny requests for day offs for any given user
- Given that the user is a manager, when the user accepts or deny any given request for any given day off, the system should notify the appropriate user

User Story (6/12): *As an employee, I would like to be able to request other employees cover a shift and accept other employees covered shifts.*

#	Description	Time	Owner
1	Create shift request off form	3	Jon
2	Update requests for other employees to cover a particular shifts in the database	3	Jon
3	Notify the appropriate user when a request is submitted and notify the appropriate user when their shift request off is accepted by another user	2	Sharan

Acceptance Criteria

- Given that the user is an employee, the user should be able to view all the shifts that they have for a week
- Given that the user is an employee, the user should have the option to request other employees to cover a shift
- Given that the user is an employee, the user should have the option to cover a shift that has been requested off by another employee

User Story (7/12): *As a manager, I would like to be able to veto employee shift trades/coverages.*

#	Description	Time	Owner
1	Create shift coverage view page for managers	3	Tom
2	Create functionality to veto a shift coverage	3	Tom
3	Notify employees when their shift coverage has been vetoed	1	Tom

Acceptance Criteria

- Given that a user is a manager, the user should be able to see all shift coverages that have been made by employees
- Given that a user is a manager, the user should be able to veto a shift coverage that they do not want to be in place
- Given that a user is an employee, when their shift coverage gets vetoed, they should receive an email notification

User Story (8/12): *As a manager, I would like to be able to view expected labor costs for a day or week.*

#	Description	Time	Owner
1	Create a UI for a manager to be able to view expected labor costs per day or per week	2	Sharan
2	Calculate the labor cost per day or per week	5	Sharan
3	Add labor costs as a field in the database	4	Jon
4	Update labor costs as needed in the database	2	Jon

Acceptance Criteria

- Given that the user is a manager, the user should be able to view the expected labor costs for any given day
- Given that the user is a manager, the user should be able to view the expected labor costs for a given week
- Given that the user is a manager, the user should be able to see the average cost per labor hour of a given day or week

User Story (9/12): *As an employee, I would like to be able to receive notifications when my schedule is updated.*

#	Description	Time	Owner
1	Send emails upon creation of schedule to employees in the schedule	1	Tom
2	Send emails to specific users whose shifts have changed when a schedule is updated	3	Tom
3	Send emails to managers and admins of a workspace whenever there is an edit to a schedule	2	Tom

Acceptance Criteria

- Given that a user is an employee, manager, or admin, the user should receive an email when a future schedule has been created
- Given that a user is an employee, the user should receive an email when their shifts are changed in an existing schedule
- Given that a user is a manager or admin, the user should receive an email when any change is made to a schedule

User Story (10/12): *As a manager, I would like to be able to receive overtime warnings if an employee is overscheduled.*

#	Description	Time	Owner
1	Have a label that appears whenever you attempt to set overtime hours	2hr	Sharan
2	Have an email sent to the employee if the manager ignores the warning.	2hrs	Sharan
3	Have the user notified of the change when they log back in	2hrs	Sharan
4	Update costs with the appropriate overtime multiplier in the database.	3hrs	Sharan

Acceptance Criteria

- The cost calculation algorithm should be updated with an option for overtime
- Users must see both a visual warning on the workplace homepage and an email warning sent to their personal account
- Managers and employees should be able to leave notes for each other if an employee is scheduled overtime or give the option to email the other.

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

#	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 we can pull the old schedules from the database and onto the app, users should only see the last 4 weeks at least
- 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 user, I would like a way to easily navigate between different workspaces if I work two jobs.*

#	Description	Time	Owner
1	Create a landing page UI that displays all of the users workspaces	3h	Sharan
2	Make the displayed workspaces components route to the appropriate workspace page	2h	Sharan
3	Get the user's role for the workspace they clicked on from the database and display the correct functionality for their role (admin, manager, employee)	2h	Sharan
4	Write and deploy unit tests for routing functionality and correct role display	3h	Sharan

Acceptance Criterion

- Given that a user logs in, they should be routed to their homepage that shows any workspaces they are in along with the options to join or create workspaces.
- Given that a user is a member of at least one workspace, when they click the homepage workspace component they should be brought to the proper workspace page.
- Given that a user is properly routed to the workspace page, the page displays only the functionality they are entitled to see based on their role (Ex. Admins/managers can edit the schedule, employees can view the schedule, admins can promote employees, etc.)
- Given that unit tests have been written properly, the workspace display, routing, and role assignment passes said unit tests.

Remaining Backlog

In Progress

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 user, I would like to have a system where I can communicate with other users via email or a chat system conveniently
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 my password to not be stored in plaintext
- ~~22. As a user, I would like to be able to recover my password via (email, security questions?)~~
23. As a user, I would like to see the specific tasks that I've been assigned to do by my manager
24. As an user, I would like to view my earnings with and without tax
25. As a manager, I would like ways to post announcements
26. As an employee, I would like a way to view and be notified of announcements
27. As a user, I would like a way to easily navigate between different workspaces if I work two jobs
28. As a user, I would like to be able to check off tasks that I've completed
29. As an admin, I would like to assign managers tasks that only they can see
30. As a user, I would like the option to connect the chat feature to my email
- ~~31. As an admin, I would like to be able to promote existing employees to managers~~
32. As a manager, I would like to be able to release and un-release schedules I am working on

33. As an employee, I would like to be able to go back and view previous schedules up to a month ago

34. As an employee, I would like to be able to check off any tasks I've completed during a shift

35. As a manager, I would like to be able to attach specific tasks to an employee's shift

36. As a manager, I would like to be able to approve and reject employee day off requests