Nafir Website- Full Functionality Document

1. CV Department

Core Functionality:

- Beneficiaries request CV services through a form.

- AI analyzes CVs to check if they meet minimum requirements.

- If a CV passes, it is added to the **CV Volunteers Dashboard** for review.

- Volunteers can **accept or reject** CVs.

- **Leaders can assign** pending CV review tasks to specific volunteers.

- Volunteers can **self-assign** or pick tasks from the pending section.

- CV review status updates (Pending → In Progress → Completed → Rejected).

- Report generation for tracking CV requests and completions.

Suggested Additional Features:

- **AI-based CV Improvement Suggestions** before submission.

- **Automated Feedback System** to notify beneficiaries about missing details.

- **CV Templates** that beneficiaries can use before submission.

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2. Book Club

Core Functionality:

- Volunteers add a **new book every week** to encourage engagement.

- **Weekly Quote Activity:** Users submit their favorite quotes from the book.

- **Best Reader of the Week:** Based on engagement and quiz results.

- **Weekly Discussion Session:** Volunteers discuss the book with beneficiaries.

- **User-Created Reading Sessions:** Beneficiaries can create sessions and invite others.

Suggested Additional Features:

- **Gamification (Badges & Points)** for reading achievements.

- **Interactive Quizzes** at the end of each book.

- **AI Book Recommendations** based on reading history.

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3. Networking (Not Ready Yet)

Proposed Functionality:

- Community forum where beneficiaries and volunteers can interact.

- Users can **share experiences, ask questions, and get career advice.**

- **Mentor-led discussions** where experienced professionals answer questions.

- **Private Messaging Feature** for professional networking.

Suggested Additional Features:

- **Interest-Based Groups** (e.g., Tech, Business, Marketing).

- **Live AMA (Ask Me Anything) Sessions** with industry experts.

- **Profile Endorsements** where mentors/peers validate user skills.

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4. Events Department

Core Functionality:

- Volunteers create **online and offline events** for beneficiaries.

- **Event Notification System** to alert beneficiaries.

- RSVP system for event registration.

- **Post-Event Feedback Surveys** to measure effectiveness.

Suggested Additional Features:

- **Event Recordings Archive** for those who missed live sessions.

- **Live Streaming Integration** for online workshops.

- **Personalized Event Recommendations** based on user interests.

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5. Skills Department

Core Functionality:

- Organizes **workshops to help users learn new skills.**

- Tracks beneficiaries' participation in workshops.

- Allows activities and challenges to test newly learned skills.

Suggested Additional Features:

- **Skill Progress Tracking Dashboard**.

- **Skill Endorsement by Mentors/Peers**.

- **Certificates for Completed Workshops**.

6. English Club

Core Functionality:

- **E-learning system** for English lessons divided into levels (A1-C2).

- Weekly **online sessions** (Reading Day, Speaking Day, etc.).

- **Ability to attach and submit files** (e.g., handwritten exercises).

Suggested Additional Features:

- **AI Grammar & Writing Assistance** for submitted exercises.

- **Speaking Practice with AI Voice Bots.**

- **Interactive Listening Exercises & Audio Quizzes.**

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7. Mentorship Department

Core Functionality:

- Beneficiaries request **one-time mentorship sessions**.

- Users fill a form explaining **why they need mentorship**.

- Mentors receive requests and **accept/reject** them.

- **Session scheduling system** with reminders.

Suggested Additional Features:

- **Session Recording & Notes Storage** for future reference.

- **Post-Mentorship Review System** for feedback.

- **Group Mentorship Sessions** for common topics.

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8. Career Path Mentorship (Long-Term Mentorship Program)

Core Functionality:

- Unlike regular mentorship, this is a **long-term relationship**.

- Weekly or monthly **check-ins** between mentor and mentee.

- **Structured mentorship plans** based on career goals.

Suggested Additional Features:

- **Career Roadmap Builder** with mentor guidance.

- **Milestone Tracking System** for progress updates.

- **Peer Discussion Groups** for mentees in similar industries.

9. Data Department

Current State: Only contains data analysts.

Suggested Functionality:

- **Dashboard for Data Volunteers** to analyze:
    - Beneficiary engagement.
    - Mentorship success rate.
    - Event participation trends.
- **Automated Reports Generation** for each department.
- **Integration with Power BI** for in-depth analytics.
- **Real-time Data Insights** (e.g., which service has the highest demand?).

10. Management Department

Core Functionality:

- **Oversees all departments** and overall platform performance.
- **Handles management operations** (task assignments, approvals, reporting).
- **Generates reports** for executive decision-making.

Suggested Additional Features:

- **Centralized Admin Dashboard** for tracking all activities.
- **Automated Reports & Insights**.
- **User & Role Management System**.

11. IT Department

Not Yet Defined

Suggested Functionality:

- **Platform Maintenance & Updates.**
- **System Security & Data Protection.**
- **Technical Support for Departments.**
- **Development of New Features.**
- **Bug Tracking & Fixing.**