



JIRA TEMPLATE

HR TEAM

- 1.Onboarding
- 2.Offboarding
- 3.Recruitment/Job portal
- 4.1:1 assessment
- 5.Report(puchin/punch out, pending task)

COMMUNITY TEAM/TRAINING TEAM

- 6.Event creation(workshop/webinar/seminar)
- 7.Community connect
- 8.Demo interview schedule
- 9.Internal training(presentation)
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TECH TEAM

- 11.Report generation
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ACCOUNTING TEAM

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- 17.Salary
- 18.GST & IT returns

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HR TEAM**1.HR team-Onboarding**

Hello HR Team,
Please start the Onboarding Process of new employee to manvaasam Team

Name of the employee:- *****

Intern/employee:-

Joining Date:- *****

Employee personal email:- *****

Employee contact number:- *****

Position:- *****

Joining Team:- *****

Offer Letter release date:-

Plantation picture added:- Yes/NO

Update in employee details in employee drive:Yes/NO

Workflow:-

- 1.HR team- Share the offer letter to employee personal email ID from HR email Id and wait for acknowledgement.
- 2.Security Team- Please create a Manvaasam Gmail ID(Keep recovery email - manvaasam.sec@gmail.com and update backup code) and share it to HR email ID by keeping CC.
- 3.HR Team- Please collect all details and update in the HR database and share the welcome email and policy email.
- 4.Manvaasam-Add in slack,Jira & Whatsapp groups & Google calendar.
- 5.Tech Team- Create Intern Id and share to employee manvaasam Email.

5.HR Team- Arrange an Orientation program for the new employee and assessment- 80% Plantation picture

6.Team- assign a mentor and start the KT process.

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2.HR team-Offboarding/Termination

Hello Team,

This Task was created by HR Team for offboarding of the employees

Last working Day- DD/MM/YYYY

Employee ID:- MT*****

Employee manvaasam Email ID:-

Employee Personal Email ID:-

Employee Contact number:-

Requested Internship Certificate:- (YES /NO)

Reason for the leaving:-

Please disable the ID after the last working day and delete Gmail ID on the offboarding interview.

Workflow:-

1.Team Lead -Please send the Clearance Email to HR Team

2.HR Team- Offboarding Interview(Delete Google Gmail ID) and All the best meeting invite send to personal email ID

3.Tech Team - Disable the Manvaasam Id from the database & add in the deleting sheet with a deadline

5.Manvaasam - Remove from the slack, Gmail, Whatsapp group and google calendar

6.HR Team-share the internship certificate to employee personal email id if he completed 6 months before day of joining.

Thanks

Manvaasam HR Team

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3.HR team-Recruitment/Job portal

Hello Training Team,

This task was created for the training Team to arrange an interview for the registered student via the job portal.

Name of the student: *****

Student Contact name:- *****

Year of Study:*****

Interviewer name:*****

Interviewer contact number:- *****

Google meeting link:

Date & timing:

Job position:

Workflow:-

- 1.Training Team- Speak to registered Interviewer & Student and get timing confirmed.
- 2.Training Team-(member)- share the invite to student & interviewer from training@manvaasam.com
- 3.Training Team- Share the feedback/selection email to students .
- 4.Training Team- If a candidate is cleared , create an onboarding request.

Thanks

Manvaasam HR Team

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4.HR team- 1:1 ASSESSMENT

Hello Team,

This Task was created by HR Team for connecting with employees

Employees name:-

Assessment link:-

Meeting link:-

Please Update employee name & available timing.

Workflow:-

- 1.Team - sharing assessment link to entire team in meeting once in 15 days
- 2.Manvaasam - connecting with employee based on the availability
- 3.HR Team- Work on the feedbacks of employee

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5.HR team- Report(Puchin/Punch out, Pending task)

Hello Team,

This Task was created by HR Team for creating reports

Check the dashboard for the assigned person weekly.

Types of report :- (Punchin/out report or Pending Task report)

Reporter generator name:-

Please Update the jira command once the report is sent and log the timing.

Command format- (Date - type of report- status)

Workflow:-

- 1.Employee- send the report for the whole team by keeping CC.
- 2.Manvaasam - Credit score added to the employee profile and assigned back to employee

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COMMUNITY TEAM/TRAINING TEAM**6.CM/TR - Event creation(workshop/webinar/seminar)**

Hello Team,

This Task was created by the Community Team to introduce a new Event/course.,

Type of event:- (Seminar/Webinar/Workshop)

Name of the Event:

Date:- *****

Timing:- *****

Meeting link:

Mode- Google meet

Registration link:

Cost of the Event- *****

Workflow:-

- 1.Community Team- Provide Registration link to editing team with details
- 2.Editing Team- Create poster and Youtube video and get approval
- 3.Tech Team- Update at Manvaasam Website
- 4.Marketing Team - Start sharing in all social medias and share the count and send email.
- 5.Community Team- Conduct the event successfully(Guest invite, Attendance ,feedback) And provide certification(within 24hrs)

Thanks

Manvaasam Community Team.

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7.CM/TT - Community connect

Hello Team,

This task was created for the Community Team to speak to the Community Student

Telephone conversation - students

Update the students' response in the command section.

Weekly 1 community connect is mandatory.

Workflow:-

- 1.Community Team-- Speak to the Student and check with available timing for explain manvaasam services and update in Jira command

Thanks,

Manvaasam Team.

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8.CM/TT - Demo interview schedule

Hello Training Team,

This task was created for the training Team to arrange a demo interview for the registered student.

Name of the student: *****

Year of Study:*****

Interviewer name:*****

Timing : *****

Amount paid: (YES/NO)

Resume attached :

Workflow:-

- 1.Training Team- Speak to registered students and interviewer and get timing confirmed and share the email to both of them.
- 2.Training Team- share the invite to student & interviewer from training@manvaasam.com
- 3.Training Team- Provide the feedback to student in interview itself & separately via email and close the task

Thanks,

Manvaasam Team.

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9.CM/TR - Internal training(presentation)

Hello Team,

This Task was created by the Team for presenting new concepts to the entire team in meeting.

Name of the Presentation:

Date:- *****

Timing:- :(Morning /evening)

Mode- Google meet

Presentation slides:- Employee need to attach

Record the meeting and share it with the team.

Workflow:-

- 1.Employee-prepare presentation slides and share the screen and explain to the team
- 2.Employee- collect feedback
- 3.Manvaasam- Apply credit points and close the task

Thanks

Manvaasam Community Team.

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10.CM/TR - Aptitude

Hello Team,

This Task was created by the Community for posting aptitude questions in whatsapp & telegram community

Date:- *****

Aptitude link:- need to update in command section (Date - assessment link-number of students completed)
Need to send completion email to attended students And mention number of students attended

Workflow:-

- 1.Community Team-post assessment link along with motivation quotes in both whatsapp & community group
- 2.Community Team- ((Date - assessment link-number of students completed))- update command section
- 3.Manvaasam- Apply credit points

Thanks

Manvaasam Community Team.

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TECH TEAM**11.TECH TEAM - Report generation**

Hello Tech Team,

This task was created by the tech team for a report generation at the manvaasam website

Type of Report:- (Leave report/ login & logout report)

Report generated date:

Report generated by:

Report generation month:

Format of the report:(PDF/Excel/word)

Workflow:-

- 1.Tech team- Generate the requested report carefully from the bluehost server and send (manvaasam.hr@gmail.com)
- 2.HR team- please check the report and prepare the Salary report

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12.TECH TEAM - Upgrade(web & mobile)

Hello Tech Team,

This task was created by the tech team for an upgrade at the manvaasam website

Name of the Upgrade: *****

URL: *****

Deadline: *****

Name of the project:*****

Required changes: *****

Workflow:-

- 1.Team-Provide the requirements for tech team
- 2.Tech Team-- complete the code change in the local host and please share to testing team
- 3.Software Testing Team-- Test the module and if any changes required , please assign back to tech team mentioning the changes in jira commands , if no changes - upload the code in the bluehost.
- 4.Manvaasam Team- Cross check and close the Jira Task

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13.TECH TEAM - Projects

Hello Tech Team,

This task was created by the tech team for working on new project

Type of the Project :(Mobile/Website)

Name of the project: *****

Name of the client:

Contact number of client:

Email Id of client: *****

Name of the company:

Deadline: *****

Required changes: *****

Project Google Drive link:-

Workflow:-

- 1.Manvaasam - Please create a project folder in the Drive
 - 2.Tech Team- Collect the requirement , details and upload in the above mentioned Drive link
 - 3.Manvaasam-Proposal will be shared to the client from training@manvaasam.com & attach in Jira task
 - 4.Tech Team- If client shared 40% of the payment as per proposal and then start the development
 - 5.Tech Team- Frequently checking with client and if any changes implement it
 - 6.Software Testing Team- test the application & submit test report in jira /email
 - 7.Tech team- Work on the changes given by software testing team
 - 8.Software Team- retest the application and if no changes move to the Tech team mentioning the changes in jira commands , if no changes - upload the code in the bluehost.
 - 9.Manvaasam Team- Cross check and update the Jira Task after checking with client
 - 10.Manvaasam Team- Please collect the remaining project amount.
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EDITING TEAM/SALES & MARKETING TEAM**14.ED/SM - Daily poster & shorts**

Hello Editing Team,

This Task was created by the editing team to create a poster & you tube shorts

Type of Poster:- (Event poster/community poster/product poster)

Start Date:- *****

Name of the Event:- *****

Release Date:-*****

Shorts name:- *****

Drive link:- <https://drive.google.com/drive/folders/1qFU4H4x0IdGk2POxJAzG3QtJC8ONKba>

Workflow:-

- 1.Editing Team-- Create a poster & you shorts and upload in the above Drive link and assign for approval
- 2.Manvaasam Team- Check for spelling mistakes and approve the poster
- 3.Marketing Team- Post the poster & you tube shorts in manvaasam Official group along with description before 7PM
- 4.Manvaasam - share the poster in linkedin , whatsapp status, pepul & shorts in youtube
- 5.Marketing team-Share the posters in facebook(2 accounts) & whats app group & telegram groups & instagram (2 accounts)

Thanks

Manvaasam Editing Team

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15.ED/SM - Daily SA Report

Hello Tech Team,

This task was created by the marketing team for a preparing SA report

Type of Report:Social Activity Report

Report generated date:

Report generated by:

Workflow:-

- 1.Marketing team- Create a SA report daily and share to the entire team before 7PM via email
- 2.Manvaasam - Check for SA report in inbox- email

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ACCOUNTING TEAM**16.ACC - Reimbursement**

Hello Team,

This task was created by the Accounting team for a reimbursement for the employees for new entries

Reimbursement type:-(Internet/Courier/travel/plantation/others)

Amount :

Bill attached :

Employee name:

Gpay/phonepe/account details:

Gpay name:

Phone pay name:

Original bill attached :(yes/no)

Workflow:-

- 1.Accounting team- Check the bill and form and provide all details
- 2.Manvaasam - Complete the reimbursement and update the Transaction ID and status
- 3.Accounting Team- check with employee and drop an confirmation email.

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17.ACC - Salary

Hello Team,

This task was created by the Accounting team for a monthly salary to employees

Required mandatory report:- Leave report & punchin /punchout report

Salary month:

Employee name:

Employee Gpay/phonepe/account details (table format):

Table needs to have:-

- 1.Employee Id
- 2.Employee name
- 3.Gpay/phonepay number
- 4.salary amount
- 5.No of working days
6. No of leaves

Workflow:-

- 1.Accounting team- Please attach leave report & punchin /punchout report
- 2.Manvaasam - Complete the amount and update the Transaction ID and status and drop email to employees
- 3.Accounting Team- check with employees and close the task

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18.ACC - GST /IT RETURNS

Hello Team,

This task was created by the Accounting team for a monthly GST /IT Returns

Name of the month:

Auditor name:Thomas

Auditor contact number:9629686560

Auditor email Id:cathomasdurai@gmail.com or thomas@icai.org

Types of report- (GST OR IT returns)

Gpay number:9629686560

Gpay name:Thomas Durai

Amount :

Drive

link:-<https://drive.google.com/drive/folders/123lh7VkrM0G0bbpq0yLMqMD00Ftgi2iV?usp=sharing>

Workflow:-

- 1.Accounting team- Please connect with auditor and fill the GST before 8th day of each month
- 2.Accounting Team- Please upload the document in the above Drive link & mention the amount , details
- 3.Manvaasam - send the amount and mention the transaction ID , status & drop email
- 3.Accounting Team- check with Auditor and close the task

