



## **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.EventCreation(workshop/webinar/seminar)
7. Weekly professional Community connect
- 8.Demo interview schedule
- 9.InternalTraining(presentation
- 10.Aptitude
- 11.Trainer onboarding
- 12.LMS onboarding

### **TECH TEAM**

- 13.Report generation
- 14.Upgrade(web & mobile)
- 15.Projects

### **EDITING TEAM/SALES & MARKETING TEAM**

- 16.Daily poster & shorts
17. SA & Sales report

## ACCOUNTING TEAM

- 18.Reimbursemen
  - 19.Salary
  - 20.GST & IT returns
- 

## 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](mailto: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.

- 6.HR Team- Arrange an Orientation program for the new employee and assessment- 80%  
Plantation picture
  - 7.Team- assign a mentor and start the KT process.
- 

## **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
- 4..Manvaasam - Remove from the slack, Gmail, Whatsapp group and google calendar
- 5..HR Team-share the internship certificate to employee personal email id if he completed 3 or 6 months before day of joining.

Thanks

Manvaasam HR Team

---

## **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](mailto: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 or referral request.

Thanks

Manvaasam HR Team

=====

## **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

---

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

Hello Team,

This Task was created by the 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

---

## **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)

# JIRA LAST UPDATED-14/12/2022

VERSION 2.2

Name of the Event:

Speaker name:-

speaker contact number:-\*\*\*\*\*

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.

---

## **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 connection 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,

ManvaasamTeam.

---

## **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](mailto:training@manvaasam.com)
- 3.Training Team- Provide the feedback to student in interview itself & separately via email and close the task

Thanks,

ManvaasamTeam.

=====

## **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.

=====

## **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.

=====



## **11.Trainer onboarding**

Hello Team,

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

Type of event:- WEEKLY PROFESSIONAL CONNECT \*

Topic: \*\*\*\*\*

Event Date: \*\*\*\*\* (every saturday -twice a month)

Timing:-6PM TO 7PM

Meeting link: : \*\*\*\*\*

Mode- Google meet

Speaker of this event:-\*\*\*\*\*

register

link:-[https://docs.google.com/forms/d/e/1FAIpQLScZqDiWgAV-eAJuNRvJWtcTuitHV\\_6DWY6cGaXDCBJdZ3xPGA/viewform](https://docs.google.com/forms/d/e/1FAIpQLScZqDiWgAV-eAJuNRvJWtcTuitHV_6DWY6cGaXDCBJdZ3xPGA/viewform)

trainer response

form|:[https://docs.google.com/spreadsheets/d/1DLjyiKqlkaBLFMfrIwN0SBOqSJEsSfXF5Hlj\\_nJvpvg/edit?resourcekey&usp=forms\\_web\\_b#gid=23432546](https://docs.google.com/spreadsheets/d/1DLjyiKqlkaBLFMfrIwN0SBOqSJEsSfXF5Hlj_nJvpvg/edit?resourcekey&usp=forms_web_b#gid=23432546)

### **Workflow:-**

- 1.Community Team- create poster along with day, topic, speaker name and get approval and share in social media by referring to the response sheet.
- 2.Speaker - Perform the training after uploading the ppt and mention worklog
- 3.Community Team- Host the meeting and provide the recordings link in task(please add manvaasam treebank email in sharing)
- 4.Manvaasam Team- Upload in YouTube and provide credit points

Thanks

Manvaasam Community Team.

Note :- in the absence of prasanna , sankari need to take care of these tasks.

## **12.LMS onboarding**

Hello Team,

This Task was created by the Community Team to provide access a LMS portal

Name of the student:-

email id: \*\*\*\*\*

demo provided:- (Yes/NO)

Timing:-6PM TO 7PM

Meeting link: : \*\*\*\*\*

Subscription activated:- (yes /no)

subscription link:- [https://api.razorpay.com/v1/l/subscriptions/sub\\_KrKLy2yExSIjBV](https://api.razorpay.com/v1/l/subscriptions/sub_KrKLy2yExSIjBV)

### **Workflow :-**

1. Sankari - speak with registered student for their time & date for meeting based on the demo registered form
2. Prasanna/Sankari - schedule the meeting with host & student
3. Team - Give a demo to the registered student (Karthick / Prasanna / sankari).
4. Community - if user interested,share the subscription link  
-[https://api.razorpay.com/v1/l/subscriptions/sub\\_KrKLy2yExSIjBV](https://api.razorpay.com/v1/l/subscriptions/sub_KrKLy2yExSIjBV)
5. admin- enable pro in the admin portal.
6. community team- share the email to the students.

Thanks

Manvaasam Community

## **TECH TEAM**

### **13.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

---

### **14..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 the tech team mentioning the changes in jira commands , if no changes - upload the code in the bluehost.
- 3.Manvaasam Team- Cross check and close the Jira Task

---

## **15.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](mailto: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.
-

## **EDITING TEAM/SALES & MARKETING TEAM**

### **16.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/1qFUn4H4x0IdGk2POxJAzG3QtJC8ONKba>

#### **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
- 3.Manvaasam - share the poster in linkedin , whatsapp status, pepul & shorts in youtube
- 4.Marketing team-Share the posters in facebook(2 accounts) & whats app group & telegram groups & instagram ( 2 accounts)

Thanks

Manvaasam Editing Team

---

### **17.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

---

## **ACCOUNTING TEAM**

### **18.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 the employee and drop a confirmation email.

---

### **19.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

=====

## **20.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](mailto:cathomasdurai@gmail.com) or [thomas@icai.org](mailto: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

