JIRA TEMPLATE

HR TEAM

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2.Offboarding

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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

Generate the report from 360 tool/Jira and sent to whole team

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

 Punchin/punch out report→360 portal→Report ->daily attendance
Jira →dashboard- > pending task

Workflow:-
1.Manvaasam/HR Team- Generate the report and sent email
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 - Weekly professional connect

Hello Team,
This Task was created by the Community Team to introduce a new Event/course.,
Type of event:- WEEKLY PROFESSIONAL CONNECT 10
Topic: *******
Name of the Event: WEEKLY PROFESSIONAL CONNECT 10
Event Date: 22/10/2022
Timing:-6PM TO 7PM
Meeting link: ******
Mode- Google meet
Speaker of this event:-

Workflow:-
1.Community Team- create poster along with day, topic, speaker name and get approval and share in social media

2..Community Team- check with speaker availability & Host the meeting and provide the recordings link in task(please add manvaasam treebank email in sharing)
3..Manvaasam Team- Upload in YouTube and provide credit points

Thanks
Manvaasam Community Team.

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

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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 - 60 days challenge

Hello Team,

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

Type of event:- 60 day challenge

Topic:

Name of the Event: Day (**/60)

Event Date: 21/10/2022

 You tube release Timing:-8pm to 8:15pm

Speaker of this event:-

Workflow:-

1.Community Team- create poster along with day, topic, speaker name and get approval and share in social media and add in Jira task

2.Community Team/Speaker - create recording and mention worklog

3.Community Team- review recording 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.

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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

Generate the report from 360 portal

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 from 360 portal and send email to team (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 the 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/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
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(start date - end date)

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 (check for 360 portal 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/123Ih7VkrM0G0bbpq0yLMqMDO0Ftgi2iV?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

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19.Credit points into amount/code

Hello Team,

This task was created by the Accounting team for transfer of credit points into amount /code

Name of the employee:
Number of credit points requested:
Employee email id:-
Amount/code:
Phonepay/Gpay number:-

Form link:-https://forms.gle/Su5vUwEVUWWQK4n98

<u>Workflow:-</u>

1.Accounting/HR Team- check the credit points availability and reduce the credit points in Manvaasam portal, mention the amount in the task. Along with details

2..Manvaasam - send the amount and mention the transaction ID , status & drop email

3.Accounting /HR team- verify with employee by dropping email/call .

4.Manvaasam- assign credit points & close the task

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