

TRAINING TEAM TASKS:- (TR-DD/MM/YY)

ADDING TRAINING COURSE AT MANVAASAM :-

Hello Team,

This Task was created by Training Team for introducing of new course,

Webinar/course Name:- *****

Date:- *****

Timing:- *****

Webinar medium- Google meet

Cost of the webinar- *****

Note:- Log the timing spend on the completing your tasks

Workflow:-

- 1.Training Team(member)- Provide Registration link to editing team with details- (deadline)
- 2.Editing Team(Member)- Create poster and Youtube video share it to Tech Team- deadline(*/*/2021)
- 3.Tech Team(assign available members)- Update at Manvaasam Website-deadline(*/*/2021)
- 4.testing Team(member)-Please test the course page and inform to tech team by updating in the task comments and assign back to tech team,
- 5.Editing Team & Manvaasam(member) - Start sharing in all social medias of Manvaasam- deadline(*/*/2021)
- 6.Training Team(member)- Please collect feedback from the registered and attended student- (*/*/2021)

Thanks

Manvaasam Training Team.

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REMOVING TRAINING COURSE AT MANVAASAM WEBSITE:-

Hello Team,

Please remove the event/course from the course page of the website.

Note:- Log the timing spend on the completing your tasks

Course Name:- *****

Date:- *****

Workflow:-

- 1.Tech Team(assign to available numbers)-Remove the course and assign back to testing team-(deadline)
- 2.Testing Team- Please check everything looks fine at website and if any changes required ,please assign back to tech team mentioning the changes in command section ,if no changes required assign to manvaasam by after adding commands-(deadline)
- 3.manvaasam Team-Cross check once and close the task,-(deadline)

Thanks

Manvaasam Training Team

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SPEAKING TO TRAINER

Hello Training Team,

This task was created for the training Team to speak to the registered Trainer.

Name of the Trainer:-*****

Contact number:- *****

Personal Email ID: *****

Course name:- *****

Workflow:-

- 1.Training Team- (member)- Speak to the trainer and check with available timing for demo class and update in Jira command- (deadline)
- 2.Training Team-(member)- Send meeting invite to trainer and manvaasam employees and select based on the performance & feedback-(deadline)
- 3.Training Team-(member)- create a new jira task based on the template and close this task-(deadline)

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DEMO INTERVIEW

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)

Workflow:-

- 1.Training Team- (member)- Speak to registered student and get timing confirmed and share the invoice-(deadline)
- 2.Training Team-(member)- share the invite to student & interviewer from training@manvaasam.com(deadline)
- 3.Training Team- (member)- collect the feedback from student and close the task-(deadline)

HR TEAM:- (HR -DD/MM/YY)

ONBOARDING NEW EMPLOYEE TO MANVAASAM TEAM

Hello HR Team,

Please start the Onboarding Process of new employee to manvaasam Team

Name of the employee:- *****

Joining Date:- *****

Employee personal email:- *****

Employee contact number:- *****

Position:- *****

Supporting Team:- *****

Offer Letter release date:- 30 days after the date of joining

Note:- Log the timing spend on the completing your tasks

Workflow:-

- 1.HR Team- Please create a Manvaasam Gmail ID(Keep recovery email - manvaasamtreebank2020@gmail.com) and share to new employee-(deadline)
- 2.Manvaasam-Add in slack & Whatsapp groups & Google calendar-(deadline)
- 3.HR Team- Please collect all details and update in HR database and share the welcome email and policy email-(deadline)
- 4.Training Team- Arrange a Orientation program for the new employee-(deadline)

5.Team- assign a mentor and start the KT process-(deadline)

Thanks

Manvaasam HR Team

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OFFBOARDING AN EMPLOYEE FROM MANVAASAM TEAM:-

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:-

Note:- Log the timing spend on the completing your tasks

Please disable the ID after the last working Team and delete after 30 days as per offboarding sheet.

Workflow:-

1.Team- (team leads)-Please send the Clearance Email to HR Team -(deadline)

2.HR Team-(name)- offboarding Interview and All the best meeting(Last meeting with team)-(deadline)

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

4.HR Team-(name)- Disable Google Gmail ID and add in deleting sheet with a deadline-(deadline)

5.Manvaasam Team-(name)- Remove from the slack, Gmail, Whatsapp group and google calendar-(deadline)

6.HR Team- (name)-share the internship certificate to employee personal email id-(deadline)

Thanks

Manvaasam HR Team

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CREATING AN MANVAASAM ID FOR NEW EMPLOYEE:-

Hello Team,

Please Create an Manvaasam ID of new employee to manvaasam Team

Name of the employee:- *****

Joining Date:- *****

Employee manvaasam email:- *****

Employee contact number:- *****

Position:- *****

Supporting Teams:- *****

Note:- Log the timing spend on the completing your tasks

Workflow:-

- 1.Tech Team-(assigned name)- Please create a manvaasam ID at server side and share username & password to employee manvaasam gmail id keeping HR email Id in CC- (Deadline)
- 2.Training Team-(assigned name)- Arrange an KT to employee on how to use manvaasam portal- (Deadline)
- 3.HR team- (assigned name)- update the details in HR Database - (DEADLINE)
- 4.Security Team- (assigned name)-update the username and password at security database and check whether you can able to login (deadline)

Thanks

Manvaasam HR Team

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CREATING AN BIRTHDAY POSTER FOR MANVAASAM EMPLOYEE:-

Hello Team,

Please Create an Birthday poster for manvaasam employee

Name of the employee:- *****

Employee manvaasam email:- *****

Employee contact number:- *****

Supporting Teams:- *****

Picture location:- (please provide gdrive link)

Note:- Log the timing spend on the completing your tasks

Workflow:-

1.Editing Team-(assigned name)- Please create a birthday poster of manvaasam employee and share to HR email Id or upload in jira task- (Deadline)

2.HR Team-(assigner)-Share the posters to organisation and team whatsapp - (Deadline)

Thanks

Manvaasam HR Team

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CREATING AN NEW EMPLOYEE ID CARD:-

Hello HR Team,

Please create the manvaasam Id card for new employee to manvaasam Team

Name of the employee:- *****

Manvaasam Employee ID:- MT *****

Joining Date:- *****

Employee contact number:- *****

Position:- *****

Supporting Team:- *****

Note:- Log the timing spend on the completing your tasks

Workflow:-

1.HR Team(member)- Share the pictures to editing team via email-(deadline)

2.Editing Team(member)-Edit the ID card and reply back to HR team email ID-(deadline)

3.HR Team- Check email and approve if no changes required and assign to Sridhar for printing along with address-(deadline)

4.Sridhar & Manvaasam- once printing completed , please share ID card and T shirt to employee via courier -(deadline)

5.Logistics Team- Track the courier and once employee confirmed please close the task mentioning in the commands-(deadline)

Thanks
Manvaasam HR Team

EDITING TEAM:- (ET -DD/MM/YY)

EDITING A POSTER FOR AN EVENT /DAILY POSTER

Hello Editing Team,

This Task was created by editing team to create a poster

Type of Poster:- (Did you know/Event poster/class poster/motivational poster/other)

Start Date:- *****

Name of the Event:- *****

Release Date:-*****

Release Timing:-*****

Note:- Log the timing spend on the completing your tasks

Workflow:-

- 1.Editing Team- (member)- Create a poster and upload in the jira task and assign for approval - (deadline)
- 2,Manvaasam Team- Check for spelling mistakes and approve the poster -(deadline)
- 3.Editing Team- (member)-Check for release date and timing on description and paste the posted link in the Jira command and assign to manvaasam-(deadline)
- 4.Manvaasam team- Share in remaining social media and close the task-(deadline)

Thanks
Manvaasam Editing Team

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CREATING A YOUTUBE VIDEO

Hello Team,

This task was created for the creation of the youtube video

Type of Video:- (Tech related /Event related)

Name of the Video:- *****

Release Date:-*****

Release Timing:-*****

Note:- Log the timing spend on the completing your tasks

Note:- Approval is required from manvaasam before posting and all videos needs to be scheduled at manvaasam

Workflow:-

- 1.Editing Team-(member)- Please create the video and upload in Gdrive and add the Gdrive link in the Jira task-(deadline)
- 2.Manvaasam-Review the recording once and inform any changes required.-(deadline)
- 3.Editing Team- Perform the basic editing on the video and schedule in Youtube(refer description) and share the video link in command -(deadline)
- 4.Manvaasam - Check and review the link working fine and close the jira task-(deadline)

Thanks

Manvaasam Editing Team

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TECH TEAM :-(TECH-DD/MM/YY)

WEBSITE UPGRADE

Hello Tech Team,

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

Name of the Upgrade: *****

URL: *****

Deadline: *****

Required changes: *****

Note:- Log the timing spend on the completing your tasks

Workflow:-

- 1.Tech Team- (member)- Please provide the members who are working on this upgrade and any requirement from other team-(deadline)
- 2.Team-(member)-Provide the requirements for tech team-(deadline)
- 3.Tech Team-(member)- complete the code change and push it at github & wait for the replication , once replicated please share to testing team-(deadline)
- 4.Software Testing Team-(member)- Test the module and if any changes required , please assign back to tech team mentioning the changes in jira commands , if no changes please assign to Manvaasam -(deadline)
- 5.Manvaasam Team- Cross check and close the Jira Task- (deadline)

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TESTING TEAM:- (STEST-DD/MM/YY)

TESTING AN MODULE

Hello team,

This task was created by software testing Team,to test an module at manvaasam applications

Name of the module: *****

URL : *****

Deadline : *****

Note:- Log the timing spend on the completing your tasks

Workflow:-

- 1.Testing Team-(member)- Perform the testing based on the Url and add the testing results in the Jira commends- (deadline)
 - 2.Tech Team-(member)-based on the results of the testing perform code changes and push to Github and wait for replication-(deadline)
 - 3.Testing Team-(member)- test the URL once again and everything fine means please move the task to manvaasam-(deadline)
 - 4.Manvaasam - cross check and close the task-(deadline)
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SECURITY TEAM:- (SEC-DD/MM/YY)

MONTHLY LOGIN REPORT:-

Hello team,

This Task was created for the generating a monthly report of manvaasam login

Number of Full time employees:- ****

Number of part time employees: *****

Month name: *****

Number of working dates:*****

Number of holidays: *****

Note:- Log the timing spend on the completing your tasks

Workflow:-

- 1.Security team-(member)-gather all the details of each employee by refering slack channel and login page - (deadline)
- 2.Security Team-(deadline)-create a graphic view or an excel sheet and share to manvaasam email id -(deadline)
- 3.manvaasam Team- Create a slide and sent to entire team via meeting and email-(deadline)

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ACCESS CHECKING :-

Hello team,

This Task was created to check whether all the employee can able to access the email and portal

Number of Full time employees:- ****

Number of part time employees: *****

Name of the employees with both gmail & portal access: *****

Name of the employees with only gmail access: *****

Workflow:-

- 1.Security Team-(member)- Please check whether you can able to access portal & gmail by referring the security password database and mention the names of the employees whether you can able to access or not at jira commands-(deadline)
- 2.Security Team-(member)- Please check the respective employees and collect the username & password and update at security database- (deadline)
- 3.Manvaasam Team- cross check the jira commands and close the task-(deadline)

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