

HRFOG Potential Tasks Summary

Priority Rating Scale
 1 = high priority
 2 = secondary priority
 3 = if money grew on trees/it would be nice one day if

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The table below outlines the potential tasks for HRFOG, as discussed at a team meeting on January 8, 2016. This table provides the task, the type of task, the CH2M recommended approach, if applicable, and an estimated level of effort to achieve task completion. Once the work is approved and CH2M begins implementation, if it is discovered the task will require additional hours, CH2M will communicate that to HRPDC administration immediately. To support the review and prioritization, CH2M has grouped the tasks into the following categories:

- Bugs – task is a current issue with system that needs to be resolved
- User Experience – task anticipated to have a positive impact on user and application interaction (i.e. reducing confusion)
- Support – task is required by application developer to adequately support application
- Data Validation – task supports ensuring data is being collected, managed, and/or reviewed appropriately for accuracy and completeness
- Administration – task supports administrative tasks like user support and data maintenance
- Security – task supports ensuring secure application through implementing various industry-standard methods

Table 1. HRFOG Potential Tasks
as of January 8, 2016

Task	Type	CH2M Approach, if determined	Comments	Estimated LOE	Priority	Approved Date	Comments
<i>Bugs</i>							
Fix Full User List Timeout/Hang Issue	Maintenance	Change the code to avoid doing the lookups for the	Prior to beginning code change, will have Microsoft review database/virtual machine to ensure not a	8	1		

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		Hauler and FSE expiration date	performance issue of hardware or database				
Total LOE Estimation for Bugs:				8			
<i>User Experience</i>							
Combine 'Profile' and 'Get Certified' pages	Enhancement		This is to simplify and streamline the user experience and certification tracking	8	2		
Add an icon and more descriptive header to test pages	Enhancement		Use same icon as used for test re-take on certification page	2	1		
Have the automated password that is generated during a password reset simpler – like just lowercase letters and numbers	Enhancement		Help users with being able to enter the automated password – would have to require research in the password generator being used and if it can be simplified	1	1		
Have all lookups that filter the records where it filters for the string anywhere in the filter	Enhancement	Fix query to use LIKE statement instead of =	Use FSE first name as example for how to implement	2	2		
Add a filter by user ID for all record lookups – FSE, Hauler, FSE business	Enhancement	Use same logic as other filters, just apply to ID		4	2 or 3		

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When user logs in, go directly to profile page	Enhancement	Just change the redirect on login		1	1		
Add multiple companies for haulers (up to 8)	Enhancement	Use same functionality/logic that is used for FSEs and implement for haulers		4	1		
Add locality contacts to application	Enhancement		Add to contact page – can get list from HRPDC – would like to have FOG managers name, email, phone number, and link to City site	2	1		
If user enters a password to reset that is not found in the system then provide message back to user as such	Maintenance	Catch return entry of email and if not in user profile database record, return message as error	Issue when try to reset forgotten password, page will just hang and not return any message	2	1		
Add the ability for users to update all fields in their profile, not just email	Enhancement		Confirm fields with HRPDC	2	1		
On the location where you can ‘Add’ employer to profile,	Maintenance		Might be placed in current location due to styling of page – could be	1	2-3		

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bold the text about employer not being found so more visible and/or move it to a more visible location			problematic to move if page rendering dynamically				
Change the 'retake' test functionality to be icons instead of text and use images on icons that communicate test clearly	Enhancement		PDC provided icon samples include icon with text	4	2-3		
Figure out a way to translate the site in Mandarin/Spanish language only for test taking	Enhancement		Google has a translator add-in that can be added to the application, see www.nola.gov for an example	8	1		
Total LOE Estimation for User Experience:				41			
Support							
Review an expired user and make sure understand the workflow	Maintenance		Permission to change a record or to use an expired user for this process	1	1		
Make sure expired users getting notifications daily	Maintenance	Need someone that is expired to tell me if they are getting a notification.	Permission to change a record or to use an expired user for this process	1	1		Clarification - should expired users instead get an email weekly for one month vs daily

Attachment 4

4 *Should a new email be developed to send to hauler and FSE users after expiration? Language would be provided by HRPDC

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Task	Type	CH2M Approach, if determined	Comments	Estimated LOE	Priority	Approved Date	Comments
		Can check SendGrid listing first to verify but would like one or two validations.					
Total LOE Estimation for Support:				2			
<i>Data Validation</i>							
Add a text box to force users to re-enter their email when registering for site	Enhancement		Provides a form of validation that they entered the email correctly – help reduce mistakes	3	2		
Provide an export in administrative site for user names that don't look like valid emails	Enhancement	Could use missing "@" or "." To check for these – may not catch all errors		2	0		not a priority
Provide a data dump of all data to HRPDC administration in access database with relationships (queries) so they can review data and determine what QCs they would like to implement	Maintenance	Include select distinct of grease haulers listed in user accounts since grease hauler table not currently utilized		4	3		

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Task	Type	CH2M Approach, if determined	Comments	Estimated LOE	Priority	Approved Date	Comments
Create QC for data issues like duplicate emails, blanks in name, invalid emails	Enhancement	Just create the QCs and add to options for current Excel reports for administrators	HRPDC will decide what QC to create and implement	On-hold	1		
Look into business listings for standardization	Enhancement		Brent mentioned Factual.com as an option he uses – would have to research how data would be integrated and maintained	12	3		
Add easy ability to clean up business listings	Enhancement		Revisit this after the QCs are implemented – PDC can probably do this manually	On-hold			
Total LOE Estimation for Data Validation:				21			
Administration							
Admins print certificates from lookup results	Enhancement	Should be able to reuse the code and logic built for the users to add a column to the search results on the admin pages to print	Add ability to reprint certifications for administrators when they look up a user	4	0		Not needed with other admin enhancements

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		certificates as well					
Allow administrators to see passwords	Enhancement			1	1		
Total LOE Estimation Administration:				5			
				Security			
Add hashed passwords functionality to HRFOG	Enhancement	Use the same functionality that currently exists in SSORS and apply to PARS		6	3		
Total LOE Estimation Security:				6			
Total LOE Estimation, All Tasks:				83			
<p>*Level of Effort is just an estimation of hours of a software developer to accomplish the task, including testing and issues resolution. If after further investigation, LOE is found to exceed this amount, HRPDC administrators will be notified before proceeding with full implementation of task.</p>							