Task	Type	CH2M Approach, if determined	Comments	Estimated LOE	2017 Priority	Approval Date	Target Date	Comments	Status
Add the Grease Haulers to the record lookups and admin reporting	Enhancement		Needs to be added like FSE since changed functionality to match FSE	8	1		10/21/2016	Needed on admin side only. Not necessary on the public side - see request for a public certified hauler list below	Complete
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 certificates as well	Add ability to reprint certifications for administrators when they look up a user	4	1		10/21/2016		Complete
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	1		10/21/2016	Code uses 'Contains' which allows them to search any letter in the name - the more they type, the more it narrows down the choices	Complete
On the location where you can 'Add' employer to profile, bold the text about employer not being found so more visible and/or move it to a more visible location	Maintenance		Might be placed in current location due to styling of page – could be problematic to move if page rendering dynamically	1	1		10/21/2016	See new related task below for public hauler report	Complete
FSE edit list issue; Remove VDH Import functionality	Maintenance	Issue found by Rebekah	Admin site can't edit all FSE records, only ones entered manually; 8825 records in table as of 10/31/2016 - 7724 from VDH import; 1101 manually entered	8	2	11/17/2016	1/6/2017		Complete except answering question on keeping VDH import
Add hashed passwords functionality to HRFOG	Enhancement	Use the same functionality that currently exists in SSORS and apply to PARS		6	2	11/17/2016	1/6/2017		Complete
Archive expired users with emails only.	Enhancement	Recommend marking as In-active and not removing from database.

LOE will be determined after figure out approach. | Only completely removing them from the database and server will reduce storage space required. So we'd have to come up with an archive process and then do the archive periodically and complete remove from database/server. Right now, the size of our database is only 7.34 MB so I am not super worried about it. For performance, if we just add the ability to mark the users as In-Active, that will help with the full user list. I can also add an option to Full User to show 'All' or 'Only Active' as well.

SMH Update 8/22: Would like to add option to mark users as 'Inactive' for the administartors and then filter out i nactive folks from admin reports, which will reduce time to run report | 4 | 2 | 11/17/2016 | 1/6/2017 | If database size is not an issue, keep as is. Purging can than be done manually through PDC/CH2M on an annual basis.

See new related task below for reporting option | In Progress - will be part of Priority 3 deployment |
| Add expiration and exam type to notification emails. | Enhancement | Right now just generic because of how the data is pulled. | | 8 | 2 | 11/17/2016 | 1/6/2017 | | In Progress |
| 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 | 11/17/2016 | 1/6/2017 | | Complete |

Task	Type	CH2M Approach, if determined	Comments	Estimated LOE	2017 Priority	Approval Date	Target Date	Comments	Status
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	11/17/2016	1/6/2017		Complete
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; One QC would be for issues like duplicate emails or invalid emails		4	2	11/17/2016	1/6/2017		Complete except for meeting about QCs want implemented in next phase
Allow users to add business listing during profile creation	Enhancement	Will open up adding businesses whether user is certified or not. Will have options available on both profile and certified pages at first then allow committee to decide where to keep it.	Currently only available after passing a test. Will assigning before impact any reports, searches, etc.?	6	2	11/17/2016	1/6/2017	We fixed this during Priority 1 fixes. Can now add any business they want with just a profile and no tests. Just have ladies test this with a new fake user.	Complete
Remove 'Employments' table from database and application if not in use.	Maintenance			2	3	11/17/2016			Not yet scheduled
Remove old user 'Company' fields from database and application	Maintenance		These used to be used by grease haulers but no longer needed since implemented new grease hauler company functionality.	2	3	11/17/2016			Not yet scheduled
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	3	11/17/2016			Not yet scheduled
Add easy ability to clean up business listings	Enhancement	LOE will be determined after figure out approach.	Revisit this after the QCs are implemented – PDC can probably do this manually SMH Update 8/22: Gave conservative LOE for now but may need to discuss further once get closer to this task.	8	3	11/17/2016			Not yet scheduled
Create QCs, decided by HRPDC in Priority 2 task, on website in Excel Reports section	Enhancement	Just create the QCs and add to options for current Excel reports for administrators	HRPDC will decide what QC to create and implement	8	3	11/17/2016			Not yet scheduled
Combine 'Profile' and 'Get Certified' pages	Enhancement		This is to simplify and streamline the user experience and certification tracking	8	3	11/17/2016			Not yet scheduled
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	4	3	11/17/2016			Not yet scheduled
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	11/17/2016			Not yet scheduled

Task	Type	CH2M Approach, if determined	Comments	Estimated LOE	2017 Priority	Approval Date	Target Date	Comments	Status
Provide locality accounts with access to the "ALL" option under FSE and FSE Worker List report which will run faster and return only certified users.		Will provide all the same options PDC has for these reports.		4	3	11/17/2016			Not yet scheduled
Force user to search for a FSE before displaying option to manually add a business listing		Will track whether user attempts a search. If so, will allow them to add. Not entirely sure of workflow within code so conservative on LOE.	Can the option to add a new business (FSE in particular) appear only after an initial search is completed by the user? That way users are forced to look for an existing FSE listing before they can add something new to the database	10	3	11/17/2016			Not yet scheduled
Move change password button lower on page	Enhancement	Will move and make smaller.	Can be confusing for users to see this immediately upon logging in. Also, doesn't need to be so prominent	1	3	11/17/2016			Not yet scheduled
New Certified Hauler and FSE Report	Enhancement	For both haulers and FSE will add the option to see the count of certified employees in the search results and also add an option to download the current search results showing in grid.	Localities would like to have a report for the public to view that shows certified hauler companies. Best solution may be an Admin report of the hauler table that HRPDC staff can QC for edits and then have CH2M post on site as PDF. There are probably too many errors in the tables to have this process automated.	8	3	11/17/2016			Not yet scheduled
Email notifications - document logic and verify working	Maintenance			2	3	11/17/2016			Not yet scheduled
Add Google Analytics to site	Enhancement		Google analytics will be able to track where site visits are coming from, languages, etc...Pretty cool tool to see how site is used.	3	3	11/17/2016			Not yet scheduled
Update User Manual	Maintenance		Update user manual with all changes we've made	4	3	11/17/2016			Not yet scheduled
Fix issues with Google Translate on laptops	Maintenance	Not sure of issue here, just guessed on some hours for helping with troubleshooting. May require visit to users having issues.		2	3	11/17/2016			Not yet scheduled
Fix 'Purge User' button to purge from main user table and all related tables so don't have orphaned records	Enhancement			4	3	11/17/2016			Not yet scheduled
			Total Not Assigned:	0	142				
			Total LOE (not including tasks not yet estimated):	**142**					
			Total Priority 1:	15					
			Total Priority 2:	43					
			Total Priority 3:	84					