**Shubham Chavan**

**Project Handover Plan**

**Version <5.0>**

**Release history**

| **Date** | **Version** | **Comment** | **Author****(Developer)** | **Approved By****(TL)** |
| --- | --- | --- | --- | --- |
| 20/04/2023 | 5.0 |  Release Hand Over Notes |   Shubham Chavan | <name> |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

**Index**

1. Project background

1.1 Client

1.2 Purpose

1.3 Scope

1.4 Work role

2. Project description

2.1 Core workflow

2.2 Architecture

2.3 Work item

2.4 Project Team

3. Handover plan

3.1 Handover timeline

3.2 Handover method

4. Notice

4.1 Cooperation model

4.2 Frequently Asked Questions

5. Account information

5.1 Site

5.2 Source code

5.3 Resources

5.4 App iTunes/Play Store URL

6. Work Status

6.1 Current Status

6.2 Status project on last day of contract

**Project Handover Plan**

1. **Project background**

MeConnect is an enterprise application for internal functionality. The application will be used for smooth communication with the company management. MeConnect enables employees to access various employee services, perform approvals, check organisation announcements, policies, et. on the run and stay connected with the Mahindra world.

Following are some features:

1. Employee and manager services,

2. Organization Announcements,

3. Policies,

4. Emergency,

5. Travel details

* 1. **Client**

Client: Mahindra & Mahindra

Project: MeConnect

* 1. **Purpose**

MeConnect is an enterprise application for internal functionality. The application will be used for smooth communication with the company management.

* 1. **Scope**
1. Keep updated on the latest Organisation announcements, policies, etc
2. Store and access all your salary, PF, Credit Society, etc details
3. Provides the functionality of Sign in and Sign out.
4. Solve all travel-related queries.
	1. **Work role**

The work I took was designing the new screens and Implementing the new functionality for new features. Solve the application-related issues that occur to the end user.

1. **Project description**
	1. **Core workflow**

Workflow was mostly managed by simply logging in to the application and accessing the modules that users want.

Core Features

1. Keep updated on the latest Mahindra & Mahindra organisation announcements and policies
2. Provides the functionality of Sign in and Sign out
3. Provide basic details related to Payslip, PF, Credit Society, Income Tax summary, Performance pay etc
4. Provide health and wellness details like Doctor appointments, blood bank, emergency contact, etc

* 1. **Architecture**
1. The project was developed using multi-tier architecture, consisting of the web server and database server.
2. The project was developed using MVVM architecture which separated UI from the application logic and data model.
3. The project architecture was designed to be scalable and maintainable with the consideration of separation between View, Model and Model, making it easier to modify or enhance the project in future
4. The project architecture also includes Security measures by using AES encryption to encrypt sensitive information like User passwords, etc
	1. **Work item**

All the tasks and functionalities are implemented. The application is under maintenance.

* 1. **Project Team**

Project Manager - Mayank Maini

Team Lead - Vivek Patil

Designer - Sravan Kumar

Tester - Hitesh Patiyal

1. **Handover plan**
	1. **Handover timeline**

Whole Handover Duration: 4 hours

Handover Duration/day: 1-hour

HandOver To: Omkar Kale

* 1. **Handover method**

Knowledge transfer done via Teams call to person Omkar Kale.

1. **Notice**
	1. **Cooperation model**

Daily Stand Up meeting to get the status of previous Days

* 1. **Frequently Asked Questions**

About Api related questions

Mistakes:

1. While pod Installation. Prefer Help for Old Developers
2. Git-hub Branch Management
3. Source code structure
4. **Account information**
	1. **Site**

Website Link:- <https://work.mahindra.com>

* 1. **Source code**

<https://bitbucket.org/mahindragto/meconnectrefreshios/src/master/>

* 1. **Resources**

Provided by client

* 1. **App iTunes/Play Store URL**

<https://digitalstore.mahindra.com/meconnect/ios/>

1. **Work Status**
	1. **Current Status**

On-Going

* 1. **Status project on last day of contract**

Given task by Ios lead completed. Transferred the project New developer

| Confidential | ©NeoSOFT Technologies | Page 1 of  |
| --- | --- | --- |