

TRAVEL APP SOLUTION PROPOSAL DOCUMENT

REQUEST	TRAVEL APP
CLIENT	TRANSPORT SERVICES LIMITED
REQUESTER	BOLAJI OJO
DEPARTMENT(S)	HRAC
PREPARED BY	BENJAMIN ACHEBE
DATE	28/08/2023

SUMMARY

Managing travel requests efficiently is crucial to ensure seamless operations. Our proposed solution aims to develop a Travel Request Application using Microsoft Canvas App, streamlining the process of submitting, reviewing, and approving travel requests within the TSL group. By leveraging the power of Microsoft's low-code platform, we will create an intuitive and user-friendly application that enhances productivity, reduces manual effort, and ensures accurate tracking of travel requests.

REQUEST

Managing travel requests traditionally involves a series of manual steps, including filling out forms, emailing supervisors, and tracking approvals. This process is time-consuming, error-prone, and lacks real-time visibility into the status of requests. Employees often experience delays in receiving approvals and face challenges in tracking their travel requests. Supervisors, on the other hand, struggle to efficiently review and manage multiple requests simultaneously.

OUR PROPOSED SOLUTION




Our solution involves developing a Travel Request Application using Microsoft Canvas App, which offers a low-code approach to building powerful and user-friendly applications. Here's how our proposed solution addresses the challenges associated with travel requests:

User-Friendly Interface:

The Canvas App will feature an intuitive interface that guides employees through the travel request submission process. Users will be able to easily input travel details, including dates, destinations, purposes, and budgets.

Automated Workflow:

Upon submission, the application will trigger an automated workflow. The supervisor responsible for approvals will receive a notification via email. This eliminates the need for manual email

communications and ensures quick responses. (Upon submission  LM/HOD  CFO 
Travel Desk)



Real-Time Status Tracking:

Both employees and supervisors can track the status of travel requests in real time. This visibility ensures that employees can plan their trips effectively, while supervisors can manage their workload efficiently.

Approval Hierarchy:

The application will be configured to handle multi-level approval hierarchies. If a supervisor is unavailable, the request will automatically escalate to the next designated approver. This prevents bottlenecks and reduces delays.

Document Uploads:

Employees can attach supporting documents, such as travel itineraries and approvals, directly within the app. This centralizes all necessary information and reduces the risk of miscommunication.

Data Security:

Microsoft's robust security features will be integrated into the app, ensuring that sensitive travel information remains confidential and compliant with organizational data protection policies.

COMPLETION TIME

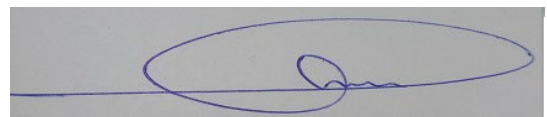
The proposed Travel Request Application using Microsoft Canvas App is estimated to be completed within 4 weeks. (Actual development start date is 1st September 2023) This includes time for requirements gathering, design, development, testing, and deployment. Throughout the development process, we will closely collaborate with your team to ensure that the application aligns with your specific needs and preferences.

BOLAJI TEMIDAYO OJO

Requester Name:

Kelechi Vera Olawoyin

Approved By: Name of HOD.



31-08-2023

Signature / Date:

Signature / Date:

Approved By: Product Owner/ Sponsor.

Signature / Date: