Project: Fleet & Generator Asset Management System

Version: 1.0

This document summarizes the key business goals, scope, and functional requirements for the proposed Fleet & Generator Asset Management System, as detailed in the discovery and planning phase.

We, the undersigned users and stakeholders, confirm that the following accurately captures our needs and expectations for the solution:

1. Our Primary Business Goals for this solution are:

- To eliminate operational and financial risk by significantly reducing non-compliance and avoiding penalties.
- To shift from reactive to proactive maintenance to reduce breakdowns and costs.
- To achieve operational efficiency by reducing manual administrative work.
- To enable data-driven decision-making with real-time KPIs.
- To centralize asset management into a single source of truth.

2. The Core Problem We Are Solving is:

The inefficient, risky, and manual management of our fleet and generators using scattered Excel sheets, which leads to missed deadlines, reactive repairs, errors, and an inability to track performance.

3. The Agreed Solution Scope Includes:

- A centralized asset database.
- Automated reminders for services and expiries.
- Maintenance, accident, and fuel tracking with KPI calculation.
- Foreclosure vehicle and maintenance agreement modules.
- On-demand standardized reporting.
- Role-Based Access for Customer Service, Property/Facility Officers, and Admins.

4. Features Explicitly Out of Scope are:

- Inter-office commutation.
- Inventory balance access.

5. The Target Users are:

Customer Service Staff, Property and Facility Officers, and Administrators.

6. Key Functional Requirements are:

Asset Registration, Status Updates, Automated Reminders, Maintenance Recording, Accident Registration, Fuel Expense Registration with KPIs, and Periodic Report Generation.

7. We confirm this system is intended to replace our current manual process, which relies entirely on multiple, disparate Microsoft Excel spreadsheets and physical documents

By signing below, we acknowledge that we have reviewed the above summary of the Business Goals, Solution Scope, and Functional Requirements. We accept this as representation of our needs for the Fleet & Generator Asset Management System and authorize development to proceed based on this specification.

User Acceptance:

We agree to the system as described above.

Signature: _____

 Name: _____

Title: _____

Date: _____