GAP ANALYSIS DOCUMENT

<Vehicle Management>

*Version 1.0*

*12/03/2024*

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| **Approver (Siti)** |  |  |  |
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**VERSION HISTORY**

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| Version | Maker | Make date | Reviewer | Review date | Document changes |
| 1.0 | Siti | 12-03-2024 |  |  | Create document |

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# INTRODUCTION TO GAP ANALYSIS DOCUMENTS

## SCOPE

## GAP DOCUMENT SIGN-OFF

1. Customer review
2. The final GAP document will be sign-off after both parties discussed and agreed on each GAP item and solution.
3. Add more if need

## GAP ANALYSIS RESPONSIBILITIES

|  |  |  |
| --- | --- | --- |
| **Task No.** | **Conversion Task** | **Responsibility** |
| 1 | Discussion | Siti and customer |
| 2 | Solutions | Siti |
| 3 | Sign off | Siti and customer |

# BUSINESS REQUIREMENTS AND GAP ANALYSIS

## DESCRIPTION

Car Manager is a software application designed to manage vehicles, aimed at helping users easily track information and maintenance of their vehicles. This application provides a user-friendly interface and convenient features such as vehicle information management, maintenance scheduling, note-taking, and statistics.

## FEATURES

### Login and User Management

* Create a new account or log in using existing credentials.
* Manage user accounts, including adding, editing, and deleting users.
* Assign different access levels and permissions to users for security and privacy.

### Vehicle Information Management

* Add, edit, and delete vehicle information such as make, model, year, license plate, and VIN.
* Store information about insurance, repair history, and other relevant vehicle details.

### Manage Maintenance Schedule

* Select the vehicle needing maintenance scheduling.
* Click on the "Add Maintenance Schedule" button and enter the schedule information.
* Save and the application will automatically remind when maintenance is due.

### Expense Tracking

* Record and track expenses related to vehicles such as fuel, maintenance, taxes, and other costs
* Summarize the expense

### Rental and Sales Management

* Navigate to the "Rental" or "Sales" section to manage rental agreements and sales listings respectively.
* Add new rental agreements or sales listings, and update existing ones as needed.

## BUSINESS FLOW

* Step 1: Add a New Vehicle

Begin by adding a new vehicle to the system.

Input basic details such as the make, model, year, license plate number, and VIN.

Ensure that each vehicle is uniquely identified within the system.

* Step 2: Add Vehicle Information

After adding a new vehicle, proceed to input additional information about the vehicle.

Include details such as insurance information, repair history, and any other relevant data.

This step helps in comprehensively documenting the vehicle's profile for future reference.

* Step 3: Track Expenses

Track expenses related to the vehicle, including fuel costs, maintenance expenses, repairs, and other expenditures.

Categorize expenses for better organization and analysis, providing insights into the overall cost of vehicle ownership.

This step helps in budgeting and financial planning for maintaining the vehicle fleet.

* Step 4: Schedule Maintenance

Once the vehicle information is added and expenses are tracked, schedule maintenance tasks for the vehicle.

Specify the maintenance dates and tasks to be performed, such as oil changes, tire rotations, or inspections.

Set reminders to ensure timely completion of scheduled maintenance, contributing to the vehicle's upkeep and performance.

* Step 5: Search and Retrieve Vehicle Information

Utilize the search functionality to easily locate specific vehicles within the system.

Retrieve information about a particular vehicle, such as its maintenance history, expenses incurred, or upcoming scheduled maintenance.

This step facilitates efficient management and decision-making by providing quick access to relevant vehicle data.