

# LAPTOP CATALOG REQUEST SERVICE

## Ideation Phase

The **Ideation Phase** marks the initial stage of the project development process, during which the main idea of the **Laptop Catalog Request Service** was conceptualized. This phase focuses on identifying the need for automation in the laptop request and allocation process within an organizational or educational environment. The project intends to make use of the **ServiceNow platform** to design a user-friendly, efficient, and transparent system that automates laptop requisition and approval workflows. Traditional laptop request processes are mostly paper-based, time-consuming, and prone to delays caused by manual approvals. Through ideation, various approaches and creative concepts were analyzed to determine the best solution that fits institutional and organizational needs.

### Problem Identification:

The problem that motivated this project is the lack of a standardized digital system for managing laptop requests in workplaces and educational institutions. Manual request methods lead to:

- Delayed approvals due to communication gaps.
- Lack of transparency in the request tracking process.
- Difficulty in managing inventory and availability.
- Errors in assigning and recording issued devices.
- Increased administrative workload and inefficiency.

These challenges indicate the necessity for a centralized platform that can automate the request process while providing clear visibility and accountability at each stage.

### Objectives:

The main objectives of the Ideation Phase are as follows:

- To analyze existing manual laptop request procedures and identify key inefficiencies.
- To explore digital automation opportunities within the ServiceNow environment.
- To propose an intuitive catalog interface for laptop request submission.
- To define clear workflow automation for approval and notification processes.
- To establish a foundation for subsequent design and development phases.

Through these objectives, the project ensures that the solution is both practical and scalable for future enhancements.

### Concept Development:

In this phase, brainstorming sessions were carried out to identify how the ServiceNow platform could be leveraged to develop the proposed system. ServiceNow's Service Catalog and Workflow features were considered ideal for this implementation. The concept revolves around building a catalog-based request form that captures all essential data related to the requested laptop, including configuration, user details, justification, and approval chain. The proposed catalog will automate routing requests through multiple approval levels and trigger notifications for every action taken.

### Proposed Solution:

The Laptop Catalog Request Service aims to transform the manual laptop requisition process into a fully automated and trackable digital service. The system will include the following modules:

- **Request Form:** A ServiceNow catalog item where users can select a laptop model and provide justification.
  - **Approval Workflow:** Automatic routing of requests to department heads and IT administrators for verification.
  - **Asset Allocation:** Linking approved requests to the hardware asset management module.
  - **Notifications:** Email and dashboard updates at each stage of the approval cycle.
  - **Reporting:** Analytics for request frequency, approval time, and asset usage.
- This integrated solution ensures a seamless flow of communication and documentation between all stakeholders involved.

#### **Use Case Example:**

A staff member logs into the organization's ServiceNow portal and accesses the "Laptop Catalog Request" option. The user fills out the request form by choosing the laptop type (standard or high-performance), stating the reason for request, and submitting it. The system automatically routes the request to the department head for approval. Once approved, the IT department receives a task to allocate the laptop. Both the requester and approver receive notifications about the progress. This process ensures speed, accuracy, and transparency.

#### **Expected Benefits:**

The ideated system provides several tangible and intangible benefits to organizations:

- Enhanced operational efficiency through reduced manual interventions.
- Clear visibility of request status for all participants.
- Streamlined inventory management through ServiceNow asset tracking.
- Reduction in paperwork and data redundancy.
- Better decision-making through historical request data and analytics.
- Increased user satisfaction due to faster and transparent service.

#### **Future Scope:**

The proposed idea can be expanded to include additional functionalities such as:

- Integration with vendor systems for automated procurement.
- Advanced analytics dashboards for asset lifecycle management.
- AI-based request approval suggestions based on organizational policies.
- Multi-device catalog expansion for mobile phones, monitors, and accessories.
- Role-based laptop recommendations based on employee profiles.

The ideation phase ensures that the proposed solution is scalable and adaptable for these future improvements.

#### **Summary:**

The Ideation Phase of the Laptop Catalog Request Service project provides a comprehensive understanding of the existing challenges and proposes an innovative digital solution to replace outdated manual workflows. Through structured brainstorming, requirement identification, and conceptual planning, this phase sets the direction for further stages, including design, development, and deployment. The outcome of this phase is a well-defined project idea that is feasible, efficient, and aligned with modern IT service management practices enabled by the ServiceNow platform.