

Team 3

MoM Week 3

Date: 12-02-2025

1. Organizational Structure

- Formal details to be referred from the organogram on the Eklavya website.

2. Locations

- Two types: Offices and Centres
- Programs associated with these locations
- Functionality to allow the addition of new centres and programs

3. Asset Management

- **Asset Categories:**
 - Computers/Desktop
 - Laptops
 - Printers
 - Scanners
 - Other Peripherals
 - Office Equipment
 - Furniture & Fixtures
- Assets should be defined dynamically with attributes like expiry and depreciation.
- Admin should have the ability to add new asset categories.
- Assets must be tracked based on location.

4. User Roles and Responsibilities

- **Superuser:**
 - Defines product categories and depreciation values.
 - Can create Admins.
 - Manages locations.
- **Admin:**
 - Handles overall administration, including resource allocation.
 - Can add new users.
 - Can add new centres and categories.
- **User:**
 - Limited access for operational purposes.
- **Read-Only Access:**
 - View-only rights without modification privileges.

5. Project and Program Management

- **Programs and Subprograms:**
 - Must support hierarchical structure (parent-child relationships).
- **Projects:**
 - Must be linked to a parent program.
 - A single project can exist at multiple locations.
 - Multiple projects can be present at one location.

6. Report Generation & Exporting

- Reports should include various filters such as:
 - In Stock
 - Issued

- Non-Serviceable
- Under Maintenance/Repairing
- Locations

- Reports should be exportable to Excel format.

7. Additional

- The system should have a dynamic structure to accommodate future additions, such as consumable accessories (e.g., headphones) if needed.