



Category	Requirement	Description	Current Handling in CR	MVP Critical?	Gap or Enhancement ?	Workstream	Suggested Implementation Notes	Dependencies / Systems	Useful Links/ Docs
Workflow Optimization	Approver Load Balancing	If one HOD has too many pending approvals, reassign or alert.	Missing		Gap		Adds resilience during periods of high volume.		
	Conditional Logic in Forms	E.g., "If category is Transport, show vehicle type"	Missing		Gap		Reduces cognitive load on users.		
	Approval Reminders (SLA Timers)	Time-based nudges to prevent bottlenecks.	Missing		Gap		Tie to escalation flow if unresponsive.		
	Auto-Close Dormant Requests	Requests idle for too long can be auto-closed or flagged.	Missing		Gap		Prevents request bloat.		
Analytics & Intelligence	Spend Trend Analysis	Helps HODs see patterns by vendor, team, month.	Missing		Gap		Useful for cost-cutting, supplier negotiation.		
	Predictive Budget Overrun Alerts	Warns if projected spend > budget.	Missing		Gap		Uses past trend + current requests.		
	Top Spenders & Frequent Vendor Dashboards	Helps Finance detect spending anomalies.	Missing		Gap		Optional for GM view.		
Interoperability & APIs	Open API for Integrations	Allow easy linkage with HR, ERP, Procurement, etc.	Missing		Gap		Future-proofs the system.		
	CSV/XML Import/Export Templates	Helps integrate legacy data or bulk load.	Missing		Gap		Optional for data migration, audits.		
	Webhooks for Status Change Events	Useful for triggering Slack alerts, dashboards, etc.	Missing		Gap		E.g., on approval, rejection, payout.		
	Mileage Tracker:	Auto-calculates distance-based reimbursements using GPS or Google Maps API.							
	Delegated Proxy Submission:	Allow PAs/Admins to submit on behalf of execs.							
	AI Assistant Chatbot:	"How do I clear an advance?", "Where is my refund?" —self-serve bot.							
	Custom SLA Dashboards for Ops:	Track performance of each department against turnaround goals.							
	Per Diem Policy Matrix:	Auto-calculate allowed daily allowances by region/staff grade.							
	Country Rules Engine:	Adjust workflows, limits, or required documents by country.							