Context & Goal:

As an IT company it is very important for us to manage and track assets because the assets are the important asset and main expenditure of the company. It is very important to keep track of the assets procured.

So, we need to build an asset management product for the organization. The product will be used to manage and track assets i.e., where and who used an asset, is it being used currently by anyone, or it is put into the storeroom with reason. This product should also help in auditing if and when required.

Output

#1. List down the requirement questions for stakeholders that you might have to build the application. Also, explain the reason and importance of each question asked as a product point of view.

#2. Write user stories and list down the features that you would add to the product. It should include details such as who the user is, what they want to do and why they need it. A user story should be written in user's perspective and follows the format: "As [a user persona], I want [to perform this action] so that [I can accomplish this goal]".

#3. Break and list down the product features that you like to have in MVP and later released versions.

#4. Create a rough UI/UX wireframe [sketch on notebook or paper] to understand and see how the product will look visually and the process of how the product will be used by the end users. [Optional but if you could do this it would be a plus point]

Note: Feel free to use the internet or Google to do any research or get any help to deliver the goal.

Asset management product Requirements questions for stakeholders

- **Challenges with Existing Asset Management**
  - Identifies present challenges, steers clear of unnecessary duplication, and assesses the pressing need for action.
  - The product directly addresses the current problems.

- **What types of assets need to be tracked?**
  - Recognizing the diversity of assets informs the design of a versatile system.
  - Tailoring attributes and tracking requirements for each asset type enhances adaptability.

- **Who are the primary users of the asset management system?**
  - Knowing who does what helps us design the screens, decide who sees what, and make things work just right for each person.
  - User friendly experiences for different user role

- **What reporting and auditing capabilities are necessary?**
  - Deciding what reports we need and how to check things makes sure our product tells us how our stuff is used and follows the rules.
  - It helps us see if we're using things right and if we're meeting all the important rules.

- **What level of access control is needed for different user roles?**
  - Deciding who can access what makes sure only the right people can see important stuff.
  - It keeps things safe and follows the rules about keeping info private.

- **What are the critical success factors for the asset management system from your perspective?**
  - Knowing what will make our project successful helps us focus on the most important features.
  - This way, we ensure our product meets what stakeholders really want.

- **What problems do you have with your current asset system, and what should the new one do differently to fix them?**
  - Learning from past problems helps make a product that solves those issues.

- **How do you envision handling scalability as the organization grows, and more assets**

need to be managed?

- Talking about scalability means making sure our product can handle getting bigger without breaking..
- It helps avoid needing to redo the whole system as we grow, keeping things smooth for the long run.

- **What level of training and support do you anticipate for end-users during the implementation of the asset management system?**
    - Planning training and support means we can help new users learn easily and avoid problems when we're making changes.
    - It ensures a smooth shift to the new system, minimizing any troubles during the switch.

- **How would you like to handle data security and privacy concerns within the asset management system?**
    - Making the product secure and private means strong protection for important data, making everyone feel safe.
    - We're putting measures in place to keep sensitive info safe, so everyone can trust our product.

- **What is the budget allocated for developing the asset management system, and what isthe desired timeline for implementation?**
    - Budget and timeline considerations guide project planning, resource allocation,and help manage expectations regarding delivery.

- **How do you think fancy new tech like smart gadgets or super-smart computers can make our stuff-tracking system even better?**
    - Checking out these cool new technologies helps us come up with fresh ideas to keep our product super updated and ahead of the game.

User stories and and Exciting Upgrades for Our Product

- As a **Procurement Officer**, I want to easily input new assets into the system so that our organization maintains an up-to-date inventory for financial planning and procurement decisions.
    - **Features:**
    - Intuitive asset creation form .
    - bulk asset import functionality.

- As an **Office Manager**, I want to quickly assign assets to employees, ensuring efficient allocation and tracking of resources.
    - **Features:**
    - User-friendly asset assignment interface.
    - searchable user directory.

- As a **Field Technician**, I want to receive timely notifications for upcoming maintenance tasks on assets under my responsibility so that I can proactively address issues and prevent downtime.
    - **Features:**
    - Maintenance scheduling.
    - automated notification system.

- As the **CFO**, I want detailed financial insights into asset depreciation and costs to optimize budget allocation and financial planning.
    - **Features:**
    - Financial tracking, depreciation calculator.
    - customizable financial reports.

- As an **IT Security Officer**, I want robust access control features to ensure that sensitive asset information is only accessible to authorized personnel, enhancing overall data security.
    - **Features:**
    - Role-based access control.
    - permission settings for different user roles.

- As a **Warehouse Manager**, I want to efficiently manage asset storage and retrieval, minimizing manual errors and streamlining inventory management.
    - **Features:**
    - Storeroom inventory management.
    - barcode/QR code scanning for quick retrieval.

- As an **Auditor**, I want a comprehensive audit log and reporting system to easily track and analyze asset transactions, supporting compliance and auditing requirements.
  - **Features:**
  - Detailed audit log.
  - advanced reporting tools.

- As an **Executive Assistant**, I want a simplified dashboard that provides a quick overview of key metrics and asset utilization to assist in decision-making for resource allocation.
  - **Features:**
  - Executive dashboard with visualizations.
  - key performance indicators.

- As a **System Administrator**, I want to customize forms and fields easily to tailor the asset management system to the specific needs of our organization.
  - **Features:**
  - Customizable forms and fields.
  - drag-and-drop form builder.

- As a **Compliance Officer**, I want to ensure that the asset management system adheres to industry regulations and standards, minimizing legal and regulatory risks.
  - **Features:**
  - Compliance tracking.
  - alerts for potential compliance issues.

- As the **Human Resources Manager**, I want to seamlessly integrate employee onboarding and off boarding processes with the asset management system to ensure a smooth transition of assets when employees join or leave the organization.
  - **Features:**
  - Integration with HR systems.
  - automated asset allocation and de-allocation during onboarding and offboarding.

- As a **Data Analyst**, I want to have access to comprehensive data analytics tools within the asset management system to derive insights and trends for better decision-making.
  - **Feature:**
  - Advanced analytics tools.
  - data visualization options.
  - exportable data reports.

- As a **Risk Manager**, I want to assess and mitigate risks associated with specific assets, ensuring that the organization is prepared for potential challenges.
  - **Feature:**
  - Risk assessment tools.
  - risk mitigation strategies integration.

- As a **Mobile App Developer**, I want to access the asset management system through a mobile application to perform tasks on the go, improving accessibility and flexibility.
    - **Feature:**
    - Mobile app compatibility.
    - responsive design.

- As a **Facilities Manager**, I want to coordinate with the asset management system to manage office space and layout changes effectively, ensuring that assets are relocated appropriately.
    - **Feature:**
    - Space management integration.
    - asset relocation tracking.

- As a **Project Manager**, I want to allocate project-specific assets and track their usage in real-time to ensure optimal resource allocation and project efficiency.
    - **Feature:**
    - Project-specific asset allocation.
    - real-time usage tracking.
    - project-based reporting.

- As a **Help Desk Technician**, I want to easily access asset information and history to provide efficient support and troubleshooting for end-users.
    - **Feature:**
    - Quick asset lookup.
    - asset history view.
    - integration with help desk ticketing system.

Break and list down the product features that you like to have in MVP and later released versions

Core-functionality:

- **User Access:** Basic login/signup functionality.
- **Asset Database:** Search and filter assets by type, status, location, and keywords.
- **Asset details:** View key details such as procurement date, specs, warranty, and maintenance history.
- **Real-time status:** Check asset availability, usage status, or reasons for unavailability.
- **Self-Service Checkout/Check-in:** Scan QR code or NFC tag for managing assigned assets.
- **Basic reporting:** Generate reports on asset usage and availability.
- **Mobile app:** Access essential features on the go.
- **Logs:** Maintain audit logs and historical data for compliance.
- **Teams:** Create teams for projects and request assets.

User Management:

- **Role-based access control**: Different hierarchical levels for administrators, staff members, and employees.
- **Basic user profiles:** Capture personal details and track assigned assets for each user.

Notifications:

- **Low-stock alerts:** Issue notifications when asset levels drop below a predefined threshold.
- **Maintenance reminders:** Send alerts to users regarding upcoming maintenance due dates.
- **Method of notification:** Allow users to set their notification preferences, including Email, WhatsApp, in-app notifications, etc.

MVP Justification:

The system implements role-based access control to tailor user privileges for administrators, staff, and employees. It provides basic user profiles encompassing essential personal and asset details, establishing a foundation for efficient user interactions. Critical notifications for low-stock and upcoming maintenance ensure proactive management of assets. Moreover, users have the flexibility to choose their preferred notification methods, be it through email, messaging apps, or within the application, enhancing user convenience and adaptability.

Later Release Features:

- **Customization:** Allow organizations to tailor the system to their specific asset tracking needs.

- **Notifications:** Notify users about overdue returns, pending maintenance tasks, and low stock in the storeroom.
- **Integration:** Connect the asset management system with finance, procurement, and HR systems for seamless data flow.
- **Advanced Reporting:** Provide customizable, detailed reports for auditing and strategic decision-making.
- **Mobile App:** Develop a mobile app for technicians or employees who need to access asset information on the go.
- **Role-Based Access Control:** Define different levels of access for users based on their roles and responsibilities.
- **Maintenance Scheduling:** Enable users to schedule and perform regular maintenance tasks, with notifications for upcoming tasks.
- **Executive Dashboard:** Provide a high-level overview of asset utilization and performance for decision-makers.
- **User Training:** Develop training resources to ensure users understand system functionalities and can maximize its benefits, promoting efficient use.
- **Barcode/QR Code Scanning:** Improve barcode/QR code scanning functionality for quick and accurate asset identification, streamlining inventory management.
- **Vendor Integration:** Facilitate seamless collaboration by integrating the asset management system with vendor databases, ensuring up-to-date information on procurement and vendor relationships

Further Consideration:

- Gather user feedback on the effectiveness of notifications.
- Adapt access controls based on evolving organizational needs.
- Continuously improve user profiles for a more comprehensive view..
- Explore new notification methods based on user preferences.

Develop and implement the product:

- Consider user input for refining access controls and notifications.
- Incrementally release updates to enhance user profiles and notifications.
- Maintain a feedback loop to address any issues and improve functionality.
- Prioritize security measures to protect user profiles and sensitive information.

Dashboard (Home page)

Asset Management System   [Logout]

- -

welcom, [user]!

- -

Total asset : x

Total Assigned Asset : y

overview
of
all
assets

Im storage : z

Im maimtaimance : a

Maimtenance overdue : b

- -

Quick Links

[view Asset] [Add Asset] [Assign Asset] [Notification] [Report]

Detail
of
selected
Asset

change
the
user

change
status

Asset Details   [logout]

- -

Asset ID : 30224926

Asset Name : Internal firewall

category : IT

status : In use

current user : John Abraham

Last maintenance : 29/04/2023 — by [user]

maintenance Due : 29/04/2024

- -

User Assignment

[Dropdown with all username]   [Assign user button]

- -

Status Update

[Dropdown with status options]   [update status button]

↑

In use
maintenance   } Types
In storage   of
switched off } status

Asset List

	Assets		[logout]

ID	Name	Category	Status
1	Laptop	IT	In use
2	Printer	office	In storage
3	Projector	IT	maintenance

[edit] [delete]

Manually change the table →

※
Improvement → we can add "user" column here to show which user is using asset

Report Generation

Generate Report	[logout]

Select Report Type:

[dropdown with all types of reports that can be generated]   [generate button]

Report :   [Pdf] [excel] ....
                export report

{ Result will be displayed here }

uptime/downtime ⎫
maintenance   ⎬ report Type
crash   ⎭
usage