PRACTICAL ROUND

INTRODUCTION

Step into the Practical Round, Spotlight on Program Management Skills!

Here, your Program Management (PM) skills shine. We're assessing your talent in planning, prioritization, and execution, mirroring the expertise of a seasoned Technical Program Manager.

ABOUT AJMERA INFOTECH

Join Our Global PM Team – Redefine Success with Us!

Be at the forefront of shaping the future as we build a world-class global Project Management organization. Your career here means leading transformative initiatives, collaborating on a global scale, and enjoying unrivalled growth opportunities. We value your project management prowess, offering a dynamic environment that fosters innovation and continuous learning. Thrive in a culture that celebrates success and invests in your professional development. By joining us, you become a key player in redefining project excellence on a global stage. Take the leap, make a lasting impact, and grow with us as we shape the future of project management together!

ROUND DETAILS

Problem Statement:

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 with auditing when required.

Output Required:

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

- 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 from the user's perspective and follow the format: "As [a user persona], I want [to perform this action] so that [I can accomplish this goal]".

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

- 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].

- ➢ **List down the requirement questions for stakeholders that you might ask to build the application. Also, explain the reason and importance of each question asked from a product point of view.**

- Identifying Current Issues with asset management product (if applicable)
  - Identifies current issues, avoids reinventing the wheel, and gauges urgency.
  - The product directly addresses the current problems.

- Types of the assets that your company own , manage and track?
  - Determines the main scope and level of detail needed for asset to manage and tracking.
  - Informs functionality like categorization, custom fields, and reporting.

- Primary(Majority) users of product
  - Define user experience, training, and access level
  - User friendly experiences for different user role

- Detailed Asset Tracking
  - Establishes data fields, search and filtering criteria, and reporting parameters.
  - Ensures relevant information is captured and readily accessible.

- How do you currently assign and track asset usage? (Manual log, email, ticketing system, etc.)
  - Identifies existing workflow and potential integration points.
  - Streamlines asset checkout/check-in process and user responsibility tracking.

- Methods of communication and notification.
  - For effective communication for asset availability, maintenance reminder and alerts.
  - Improve asset management and active user participation

- What are your internal auditing requirements for asset management
  - It determines audit logs, data security concern and access control.

- What are your top 3 priorities for features and functionalities in the initial version of the product?

- – Focuses development resources on high-impact features first.
- – Delivers early value and ensures user adoption.

- What are your expectations for deployment and ongoing support for the asset management system?
  - – Plans for training, user support, and future product updates.
  - – Ensures smooth implementation, user satisfaction, and continuous improvement.

- Why do you need an asset management product?
  - – They want to save money, relying on old technology (i.e. spreadsheets), and it is difficult to keep up with the pace of company growth.

- Asset Lifecycle Workflow:
  - –– Can you describe the workflow for adding new assets, assigningthem to users, and handling returns or disposals?
  - –– Understanding the asset lifecycle helps in designing a system that supports the organization's processes and ensures accurate tracking at every stage.

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

- What are the backup and disaster recovery requirements for the asset management system?
  - – Defining backup and recovery procedures ensures data integrity and availability, preventing data loss in case of unforeseen events.

> ➢ **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 from the user's perspective and follow the format: "As [a user persona], I want [to perform this action] so that [I can accomplish this goal]".**

- As an Administrator, In charge of keeping track, I want to easily add new items to our list so I can always know what we have.
    - Features:
    - Asset creation form with fields for ID, name, category, purchase date, etc.
    - Ability to upload supporting documents (e.g., invoices, warranty information).

- As an Administrator, I want to control who sees what, so our important information is kept safe.
    - Features:
    - Role management interface to add, edit, or remove user roles.
    - Fine-grained permission settings for each role.

- As an Administrator, I want to configure notification alerts for specific events so that users are informed of critical asset-related activities.
    - Features:
    - Notification settings page allowing customization of alert triggers.
    - Integration with email or messaging services for notifications.

- As an Administrator, I want to regularly back up asset data so that we can recover quickly in case of data loss or system failure.
    - Features:
    - Scheduled backup options with configurable frequency.
    - Offsite storage for backup files.

- As an Administrator, I want to receive updates and improvements to the asset management system so that we can benefit from new features and enhancements.
    - Features:
    - Notification system for updates and release notes.
    - User feedback mechanism for ongoing improvement.

- As an Administrator, I want to manage the budget and timeline for the asset management system development so that we can plan resources effectively.
    - Features:
    - Budget tracking module with alerts for budget constraints.
    - Project timeline visualization and tracking.

- As an Administrator, I want to configure disaster recovery plans for the asset management system so that we can ensure data availability in case of unforeseen events.
  - Features:
  - Disaster recovery settings with failover mechanisms.
  - Regular testing of the disaster recovery process.

- As a Maintenance Staff member, I want to schedule maintenance for an asset so that I can ensure its optimal performance.
  - Features:
  - Maintenance scheduling interface with options for recurring or one-time events.
  - Automated notifications for upcoming maintenance.

- As a Mobile User, I want to scan assets using my mobile device so that I can quickly access information and perform actions on the go.
  - Features:
  - Mobile app with barcode/QR code scanning functionality.
  - Asset details and actions accessible through the mobile interface.

- As an IT Helpdesk Staff member, I want to assist users with any issues related to the asset management system so that they can use it effectively.
  - Features:
  - Help Desk portal with a ticketing system for user support requests.
  - Knowledge base for commonly asked questions and issues.

- As an IT Helpdesk Staff member, I want to instantly search and find available laptops with specific specifications, so that I can efficiently assign them to new employees on board on short notice.
  - Features:
  - Searchable asset database with advanced filtering
- As an IT Helpdesk Staff member, I want to easily track the current location and user assignment of any asset, so that I can troubleshoot technical issues and resolve asset discrepancies quickly.
  - Feature:
  - Real-time asset location and user assignment tracking

- As a Department Manager, I want to generate reports on asset usage within my department, so that I can optimize asset allocation and identify potential cost savings.
  - Feature:
  - Customizable asset usage reports by department

- As a Department Manager, I want to create a team and request asset reservation for upcoming projects, so that I can ensure my team has the necessary equipment readily available.
  - Feature:
  - Asset reservation system with approval workflow

- As an IT employee, I want a quick and intuitive way to search and view all available IT assets, including their status, procurement date, and estimated availability time, so I can efficiently find and request the resources I need with minimal delay.
  - Feature:
  - User-friendly interface.

- As an IT Employee, I want to check out and return IT assets directly through the application, so that I can avoid unnecessary paperwork and expedite the process.
  - Feature:
  - Asset reservation system with approval workflow

- As an IT Employee, I want to receive automatic notifications about upcoming maintenance due dates for the assets I use, so that I can schedule proactive maintenance and avoid downtime.
  - Feature:
  - Automated maintenance reminders for assigned assets

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

Core-functionality:

- User authentication and Authorization: Basic login/signup functionality.
- Searchable asset database: Filter by type, status, location, and keywords.
- Asset details: View information like procurement date, specs, warranty, maintenance history.
- Real-time status: See if an asset is available, in use, or unavailable (reason specified).
- Self-service checkout/check-in: Scan QR code or NFC tag to manage assigned assets.
- Basic reporting: Generate reports on asset usage and availability.
- Mobile app: Access essential features on the go.
- Logs: Audit logs and historical data tracking for compliance purposes.
- Teams: Create team for upcoming project and request the asset.

User Management:

- Role-based access control: Various levels for admins, staff, and employees.
- Basic user profiles: Personal details and assigned assets.

Notifications:

- Low-stock alerts: Notify when asset levels fall below a threshold.
- Maintenance reminders: Alert users about upcoming maintenance due dates.
- Method of notification: Notification preference via Email, WhatsApp, application itself, etc.

MVP Justification:

This MVP focuses on core functionalities essential for managing assets, finding available resources, and minimizing delays. It emphasizes user self-service and real-time information access for quicker response times. The mobile app and basic reporting further provide accessibility and data insights.

Take user feedback from users.

Later Release Features:
- Secure Authentication: Implement secure authentication mechanisms. Assign roles and permissions to control access (read-only, edit, delete).

- Advanced search and filtering: Refine queries by specific parameters like RAM, software versions.
- Role-Based Dashboards: Personalized dashboards for different user roles. Customizable widgets and displays.
- Asset reservations: Request and reserve assets in advance for projects or events.
- Detailed reporting & analytics: Generate comprehensive reports on usage trends, costs, and compliance.
- Integration with existing systems: Sync data with HR, procurement, and ticketing systems.
- Workflow automation: Automate tasks like checkout approvals and maintenance scheduling.
- Compliance and Advanced security features: Implement multi-factor authentication and data encryption.
- Budget and Timeline Management: Budget tracking module with alerts. Project timeline visualization and tracking.
- Continuous Improvement Mechanisms: User feedback mechanisms for ongoing improvement. Regular updates and release notes.
- Backup and Disaster Recovery: Scheduled backup options with offsite storage. Disaster recovery settings and regular testing.

Further Consideration:

- User feedback: Continuously gather and incorporate user feedback for iterative improvement.
- Scalability: Design the system to accommodate future growth and asset volume increase.
- Training and support: Provide user training and ongoing support for the application.
- Documentation

Develop and implement the product:

- Choose a development methodology: Agile, Waterfall, etc.
- Set development milestones and timeline.
- Conduct user testing and feedback sessions.
- Train users and provide ongoing support.

➤ **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].**

Dashboard (Home Page)

Asset Management Dashboard [log out]

(logo)
Navigation links

Asset Usage

Asset management Dashboard

Total assets   Active assets   In Maintenance   overview Asset Detail
x   y   z

office   In overdue
                                       w

Employees

Assets   6000

setting   4000   chart

                   2000

                   may 2023   Jun 2023   July 2023   Dec 2023
                       —•— Total Asset over time

[ADD] [EDIT] [DELETE]

↳ can change
       the status of Asset
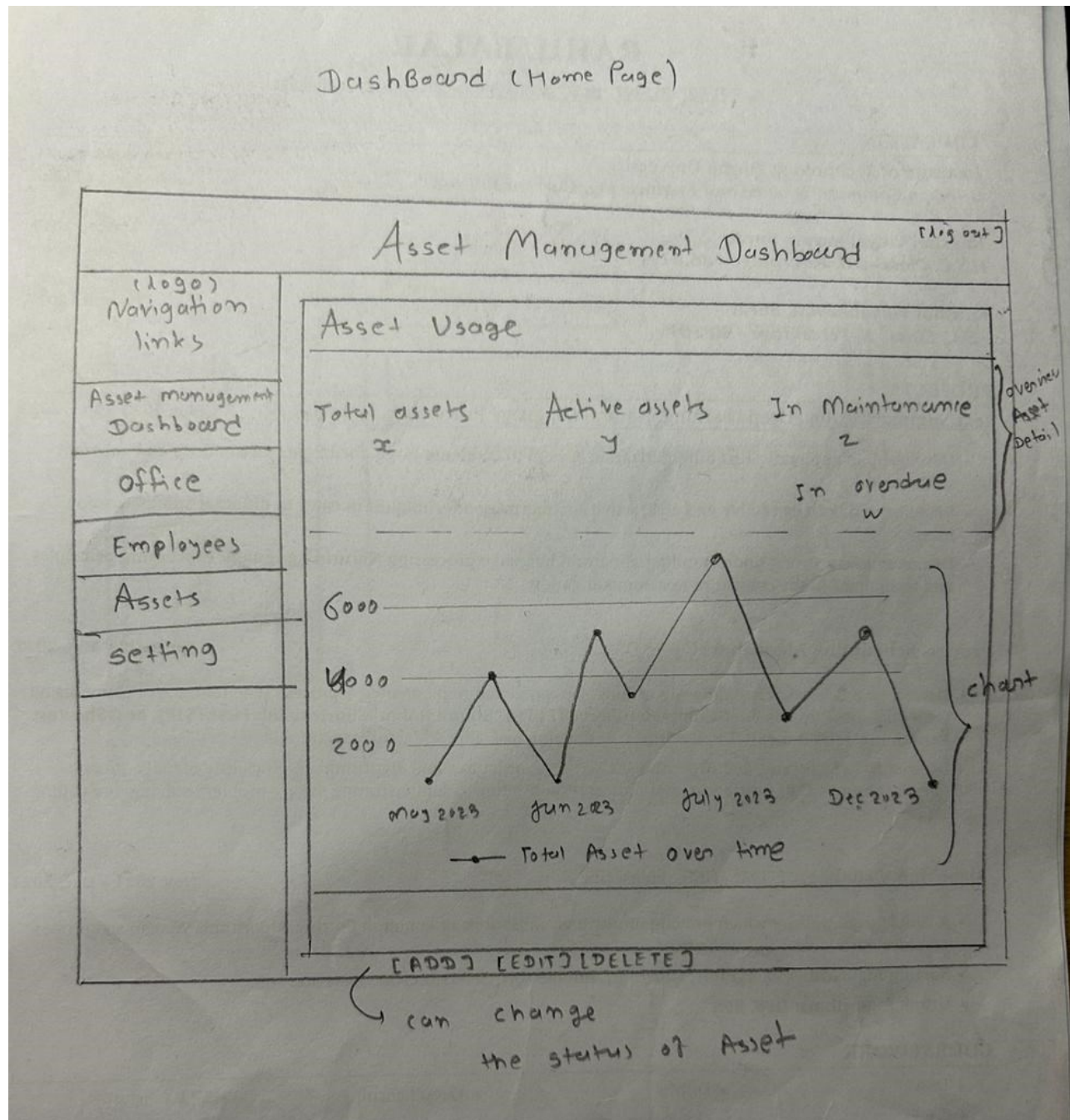
Asset list.

Asset list   [logout]

Office list   Laptop
US   ⌄
                             ┌─────────┬──────────────────┐   ┌──────────────┐
Laptop   │ ▱   │ Name : mac   │   │   │
                             │   │ owner : H Andik │   │   │
monitor   │ ID   │ Status : Assigned│   │   │
                             └─────────┴──────────────────┘   └──────────────┘
chair
                             ┌──────────────────────────┐   ┌──────────────┐
. . . .   │   │   │   │
                             │   │   │   │
                             └──────────────────────────┘   └──────────────┘

India   .   .
                                         .   .
U.K.
                             ┌──────────────────────┐   ┌──────────────────┐
. . .   │   │   │   │
                             │   │   │   │
                             └──────────────────────┘   └──────────────────┘

Asset Details

Asset Details (life cycle)   [log out]

| Search in table | | | | | | [Jan 6, 2023 v] | Laptop | Active |

id	Name	Type	Status	Purchase Date	Warranty date	Assign to	location
1	laptop	Hard ware	Active	Jan 5, 2013	Jan 5, 2029	mukesh	U.S.

Detail of searched Asset

Chart values:
60.0
40.0
30.0
20.0
10.0
0
2022   2023

[view Detail] [check Report]

[EDIT]   [ADD]   [DELETE]

↳ change/Add/DELETE Assets.

After selecting Asset we can generate/view report of Asset.