AssetIn: Asset Management Tool

Scope Document

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1. Introduction

This document is originally prepared to describe the high-level features and scope of the project named "**AssetIn**". It encompasses several essential sections including the purpose, problem statement, proposed solution, user classes and characteristics, system scope, and user-specific system features.

1.1. Purpose

The core aim of this document is to explain the high-level scope and provide high-level features needed for the project **"AssetIn"**. However, it may require modifications to fully meet the system's expectations. Therefore, FYP students need to conduct thorough research and explore the detailed aspects of the project. This document will help the design and development team to understand the product requirements. Additionally, experts from ZAPTA Technologies will collaborate with FYP students, and a beta version of this project will also be implemented at ZAPTA Technologies.

1.2. Problem Statement

The current landscape of asset management tools presents a significant challenge for organizations. Existing solutions are overly complex, leading to inefficiencies and frustration among users. Employees find it difficult to navigate through complex interfaces and functions, which makes it hard for them to manage assets effectively. Moreover, many systems fail to adequately address the specific needs of the organization. Thus, there is an urgent need for a simplified asset management tool to streamline operations and deliver a user-friendly experience for all stakeholders.

Furthermore, the weaknesses in current asset management systems make organizational challenges more difficult to overcome. To address these issues and ensure effective asset management, there is a need to develop a simple comprehensive asset management system tailored to specific requirements. Such a system would empower users with intuitive features and functionalities, facilitating seamless asset tracking, maintenance, and analysis to support informed decision-making and enhance overall organizational performance.

1.2.1. Proposed Solution

To address the identified shortcomings in existing asset management systems, our proposed solution aims to revolutionize the landscape of asset management systems by offering a simplified asset management tool.

1.2.2. User Classes and Characteristics

Sr. No	User Classes	User Characteristics
1.	**Organization Owner**	The organizational owner will be able to oversee asset management with dashboard insights and intuitive tools for controlling asset categories, profiles, and metrics, alongside organizational settings and user management.
2.	**Asset Manager**	The asset manager will be able to access a streamlined dashboard for tracking asset metrics and managing asset categories, profiles, and statuses efficiently.

1.2.3. System Scope

The **"AssetIn"** will be a comprehensive solution for organizations seeking to efficiently manage assets. The system will have two main user roles: Organization Owner and Asset Manager, each equipped with role-specific functionalities. Admin can manage organizations, administer profile settings, and view comprehensive statistics on the dashboard, including total assets, fixed assets, and variable assets. Detailed graphs provide insights into fixed and variable asset categories and prices. Organization Owners can also oversee asset manager profiles, main and sub-category management, and asset profiles, facilitating granular control over asset information. Additionally, Organization Owners have access to a range of tools to enhance fixed asset management, including the ability to view fixed asset categories and sub-categories, assign assets to specific floors, and track asset status and statistics. Similarly, they can oversee variable asset categories, search sub-categories, and monitor variable asset status and statistics. The platform prioritizes user-friendly navigation and intuitive features, ensuring Organization Owners can efficiently manage assets while maintaining data integrity and accuracy. For Asset Managers, the system offers functionalities such as dashboard access, and comprehensive tools for managing fixed and variable assets, including category and sub-category management, asset profile management, and status updates. Advanced search and filter options enhance asset tracking and management efficiency, ultimately supporting informed decision-making and organizational performance improvement. We can consider extending the organizational owner functionalities to incorporate pricing subscriptions, asset maintenance, and scheduling features in future updates. Additionally, introducing a centralized Super Admin dashboard could streamline administrative tasks and provide enhanced oversight across the platform.

1.3.   High-Level System Features

1.3.1. Features for Organization Owner

- Sign up/Sign in with Google
- Admin profile settings (View, update personal details)
- Manage organizations (CRUD)
- View statistics on the dashboard (total assets, fixed assets, variable assets)
- View the fixed assets graph by category and price on the dashboard
- View the variable assets graph by category and price on the dashboard

- Manage asset manager profile (CRUD)

- Manage main-category and sub-category (CRUD)

- Manage asset profile (CRUD)

- View fixed assets categories (furniture, electronics, kitchen items, stationary, etc.)

- View sub-categories of fixed assets and filter by different parameters

- View list of fixed assets (sr.no, status, department name, floor, description, total count, price per chair, total amount, dealer name, vendor name, vendor address, vendor contact, status)

- Assign fixed assets to floor

- View stats of fixed assets (Assigned/InStock/Damaged/Dead)

- View variable asset categories (Laptops, Headphones, LEDs, etc.)

- Search sub-categories of variable assets

- View list of variable assets (sr.no, Brand name, department name, specification, assigned, employee designation, employee contact, employee ID card, employee address, cost, dealer name, vendor name, vendor address, vendor contact, status)

- View stats of variable assets (in stock, assigned assets, damaged)

- View the status of variable assets (in stock, assigned, damaged)

- Manage organization profile (view, edit, delete)

- Logout

1.3.2. Features for Asset Manager

- Get the verification link, reset your password, and view the dashboard

- View statistics on dashboard (total assets, in stock, assigned, fixed assets, variable assets)

- My profile (Update name, picture, password)

- Manage fixed assets categories and sub-categories (add, view, edit, delete)

- Manage fixed asset profile and assign to floor (add, view, edit, delete)

- View stats of fixed assets (Assigned/InStock/Damaged/Dead)

- Update the status of fixed assets (Assigned/InStock/Damaged/Dead)

- View list of fixed assets (sr.no, status, department name, floor, description, total count, price per chair, total amount, dealer name, vendor name, vendor address, vendor contact, status)

- Search fixed assets with advanced filters

- Manage variable assets categories and subcategories (add, view, edit, delete)

- Manage variable assets profile and assign to employee (add, view, edit)

- View list of variable assets (sr.no, Brand name, department name, specification, assigned, employee designation, employee contact, employee ID card, employee address, cost, dealer name, vendor name, vendor address, vendor contact, status)

- View stats of variable assets (Assigned/InStock/Damaged/Dead)

- Search variable assets with advanced filters

- Update the status of variable assets (Assigned/InStock/Damaged/Dead)

- Logout

1.4.   Non-Functional Requirements

Assignment Task: Final year students are required to research and document the non-functional requirements. Additionally, experts from ZAPTA Technologies will collaborate with FYP students, and a beta version of this project will also be implemented at ZAPTA Technologies.

1.5.   Tools & Technologies

- **Figma:** UI design tool for creating intuitive and visually appealing design interfaces.
- **Confluence/JIRA:** Collaborative platforms for documentation and efficient project management.
- **React JS:** JavaScript library for developing dynamic and interactive user interfaces
- **Node JS:** Technology for back-end development
- **MySQL:** Use MySQL for database.

1.6.   Terms & Abbreviations

Sr. No	Term	Description
1.	**Fixed Assets**	Fixed assets are long-term tangible assets owned by a company for ongoing use in its operations, such as land, buildings, and machinery.
2.	**Variable Assets**	Variable assets refer to assets that can fluctuate, such as laptops, PCs, and headphones, whose quantities and values are subject to change over time due to factors like usage, depreciation, and market demand

Note: Final year students are required to thoroughly research the features of asset management tools. Additionally, experts from ZAPTA Technologies will collaborate with FYP students, and a beta version of this project will also be implemented at ZAPTA Technologies.

ProjectIn: Project Management Tool

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1. Introduction

This document is originally prepared to describe the high-level features and scope of the project named "**ProjectIn**". It encompasses several essential sections including the purpose, problem statement, proposed solution, user classes and characteristics, system scope, and user-specific system features.

1.1.   Purpose

The core aim of this document is to explain the high-level scope and provide high-level features needed for the project "**ProjectIn**". However, it may require modifications to fully meet the system's expectations. Therefore, FYP students need to conduct thorough research and explore the detailed aspects of the project. This document will help the design and development team to understand the product requirements. Additionally, experts from ZAPTA Technologies will collaborate with FYP students, and a beta version of this project will also be implemented at ZAPTA Technologies.

1.2.   Problem Statement

The current landscape of project management tools presents a significant challenge for organizations. Existing solutions are overly complex, leading to inefficiencies and frustration among users. Employees find it difficult to navigate through complex interfaces and functions, which makes it hard for them to manage tasks effectively. Moreover, many of systems fail to adequately address specific needs of the organization. Thus, there is an urgent need for a simplified project management tool to streamline operations and deliver a user-friendly experience for all stakeholders. Additionally, the high costs associated with these tools create financial strain, particularly for smaller businesses. Therefore, there is a critical need for a free and user-friendly project management platform that caters specifically to the needs of organizations. Such a solution would empower teams to collaborate effectively and manage tasks efficiently, ultimately driving productivity and success across various industries.

1.2.1. Proposed Solution

To address the identified shortcomings in existing project management systems, our proposed solution aims to revolutionize the landscape of project management systems by offering a simplified project management tool.

1.2.2. User Classes and Characteristics

Sr. No	User Classes	User Characteristics
1.	**Admin**	The admin will be able to control the organization with an intuitive platform. Manage teams, projects, and tasks effortlessly while accessing insightful statistics for informed decision-making.
2.	**Manager**	The manager will be able to streamline project oversight and team management. Assign tasks, track progress, and access project metrics for effective leadership and project execution.
3.	**Staff**	The staff will be able to manage tasks and collaborate seamlessly within projects. Stay organized, update task statuses, and access project details effortlessly for enhanced productivity.

1.2.3. System Scope

The **"ProjectIn"** will be a comprehensive web-based solution for organizations seeking to efficiently manage tasks. The system will have three main user roles: Admin, Manager, and Staff, each equipped with role-specific functionalities. Admin users are empowered with comprehensive control over organizational settings, including the ability to manage profiles, organizations, teams, managers, staff, projects, and tasks. They benefit from an insightful dashboard displaying key statistics, aiding in strategic decision-making. Managers, on the other hand, enjoy streamlined access to project and task management functionalities, along with the ability to oversee staff profiles and tasks assigned to their team. Their dashboard provides project and task statuses, facilitating efficient supervision. Staff members, while having more limited administrative capabilities, can effectively manage their tasks, view project details, and update task statuses, all within a user-friendly interface. Overall, the system optimizes collaboration, enhances task visibility, and fosters productivity across organizational hierarchies. We can consider extending the functionalities in future updates by integrating performance management tool and **Proximal Policy Optimization (PPO)** an AI-powered model to analyze project requirements, team availability, and skill sets to automatically allocate resources efficiently.

1.3.   High-Level System Features

1.3.1. Features for Admin

- Sign up/Sign in with Google
- Manage admin profile settings (view, update personal details)
- Manage organizations (CRUD)
- View statistics on the dashboard (total team, total manager, total staff, total projects, completed tasks, pending tasks)
- Create team
- Manage managers profile (send invitation link, view, remove)
- Manage staff profile (send invitation link, view, remove)
- Manage projects (CRUD)
- Manage tasks (CRUD)
- View tasks list and detail (sr.no, name, project, description, deadline, priority, created by, assignee, status, chat and call option, attachments)

- Assign tasks to multiple team members

- Update status of tasks

- Logout

1.3.2. Features for Manager

- Get the verification link, reset your password, and view the dashboard

- View statistics on dashboard (total projects, completed tasks, pending tasks, total staff)

- Manage profile (view, edit details)

- Manage staff profile (send invitation link, view, remove)

- Manage projects (CRUD)

- Manage tasks (CRUD)

- View tasks list and detail (sr.no, name, project, description, deadline, priority, created by, assignee, status, chat and call option, attachments)

- Assign tasks to multiple team members

- Update status of tasks

- View my tasks

- Update status of my tasks

- Logout

1.3.3. Features for Staff

- Get the verification link, reset your password, and view the dashboard

- View statistics on the dashboard (total projects, completed tasks, pending tasks)

- Manage profile (view, edit details)

- View tasks list and detail (sr.no, name, project, description, deadline, priority, created by, assignee, status, chat and call option, attachments)

- Update status of tasks

- Logout

1.4.   Non-Functional Requirements

Assignment Task: Final-year students are required to research and document the non-functional requirements. Additionally, experts from ZAPTA Technologies will collaborate with FYP students, and a beta version of this project will also be implemented at ZAPTA Technologies.

1.5.   Tools & Technologies

- **Figma:** UI design tool for creating intuitive and visually appealing design interfaces.
- **Confluence/JIRA:** Collaborative platforms for documentation and efficient project management.
- **React JS:** JavaScript library for developing dynamic and interactive user interfaces
- **Node JS:** Technology for back-end development
- **MySQL:** Use MySQL for database.

Note: Final-year students are required to thoroughly research the features of project management tools. Students can analyze the click-up and JIRA for reference. Additionally, experts from ZAPTA Technologies will collaborate with FYP students, and a beta version of this project will also be implemented at ZAPTA Technologies.

Perfomix: Performance Management Tool

Scope Document

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1. Introduction

This document is originally prepared to describe the high-level features and scope of the project named "**Perfomix**". It encompasses several essential sections including the purpose, problem statement, proposed solution, user classes and characteristics, system scope, and user-specific system features.

1.1.   Purpose

The core aim of this document is to explain the high-level scope and provide high-level features needed for the project "**Perfomix**". However, it may require modifications to fully meet the system's expectations. Therefore, FYP students need to conduct thorough research and explore the detailed aspects of the project. This document will help the design and development team to understand the product requirements. Additionally, experts from ZAPTA Technologies will collaborate with FYP students, and a beta version of this project will also be implemented at ZAPTA Technologies.

1.2.   Problem Statement

In today's business landscape, many companies rely on performance management systems to evaluate their employees' work. However, a common issue persists: these systems often struggle to accommodate the diverse needs of modern organizations. Existing solutions typically lack the flexibility to enable thorough evaluations across different departments and different stakeholders, making it challenging to provide feedback. Additionally, users are unable to create and integrate new performance matrix and their parameters with specialized mathematical modeling tailored to the organization's unique needs. Moreover, the inability to define customized parameter and evaluators for different departments that can meet the organization needs.

In response to these shortcomings, there is a clear need for a performance management system that can overcome the problems. Such a system should not only facilitate seamless evaluations across departments but also empower users to create and customize performance parameters. By addressing these challenges, organizations can enhance their ability to provide comprehensive feedback, promote collaboration between teams, and ultimately drive employee performance and organizational success.

1.2.1. Proposed Solution

To address the identified shortcomings in existing performance management systems, our proposed solution aims to revolutionize the landscape of performance management systems by offering a comprehensive and highly customizable platform.

1.2.2. User Classes and Characteristics

Sr. No	User Classes	User Characteristics
1.	**Admin**	The admin will be able to create a performance evaluation matrix and their parameters, define weightage for each parameter, and assign the parameter evaluation to line managers, manage departments and employees, ensuring smooth operation of the Perfomix.
2.	**Line Manager**	The line manager will be able to evaluate staff performance across departments, view team-specific performance, view his own performance charts, and month-wise performance data.
3.	**Staff**	The staff will be able to view their own performance evaluation chart and month-wise performance against different parameters within the system, facilitating self-assessment and professional development.

1.2.3. System Scope

The **"Perfomix"** will be a comprehensive solution for organizations seeking to efficiently manage employee performance. The system will have three main user roles: Admin, Line Manager, and Staff, each equipped with role-specific functionalities. Admin will have the following functionalities which include comprehensive team management capabilities, workplace and department management, dashboard views with insightful statistics, and performance evaluation matrix management. Additionally, the system empowers Admin users to customize performance parameters, define parameter weightage, and assign parameter evaluation responsibilities to line Managers. Line Managers will have functionalities customized to their role, such as evaluating staff performance across departments, viewing their own performance charts, and accessing month-wise performance data. Staff, on the other hand, can access performance graphs, track their performance, etc. Through its intuitive interface and extensive feature set, the Perfomix aims to streamline performance evaluation processes, promote collaboration, and drive both employee performance and organizational. We can consider extending the admin functionalities to incorporate pricing subscriptions and advanced goal tracking features in the future updates. Additionally, introducing a centralized Super Admin dashboard could streamline administrative tasks and provide enhanced oversight across the platform. Furthermore, expanding functionalities for staff and line managers by integrating **Bidirectional Encoder Representations from Transformers (BERT)**, a deep learning model for training suggestions based on performance could enrich the user experience and foster continuous improvement within the organization

1.3. High-Level System Features

1.3.1. Features for Admin

- Sign up/Sign in with Google
- Admin profile settings (View, update personal details and password)
- Manage organization (CRUD)
- Manage departments (CRUD)
- View statistics on dashboard (total employees, total departments)
- Manage users (CRUD)/invite user
- View all users, search and filter by (name, designation, department, performance status)

- View individual employee profile (refer my profile in slack)

- View employee performance

- Export performance report

- Create performance matrix of department

- Manage evaluation parameters (view, add, edit, delete)

- Define weightage for every parameter.

- Assign parameters to the line manager for evaluation.

- View predefined parameter types (technical skills, quality of work, productivity, communication skills, teamwork, problem-solving, customer/client relation, attendance, ethics)

- Logout

1.3.2. Features for Line Manager

- Get verification link, reset password and view dashboard

- View my performance graph on dashboard

- Download my performance report

- View month-wise performance rating on dashboard

- View my team within every assigned department by the admin

- Search team (by name, designation, performance status)

- View team profile details (refer my profile in slack)

- View team performance

- Export team performance report

- Manage notifications (overdue dates of performance evaluation)

- Manage profile (view and update password)

- Evaluate employee performance across different assigned departments

- View statuses of evaluations (pending, completed)

- Submit feedback summary report

- Logout

1.3.3. Features for Staff

- Get verification link, reset password and view dashboard
- View my performance chart on dashboard
- Download my performance report
- View month-wise performance rating on dashboard
- Manage profile (view and update password)
- Logout

1.4. Non-Functional Requirements

Assignment Task: Final-year students are required to research and document the non-functional requirements. Additionally, experts from ZAPTA Technologies will collaborate with FYP students, and a beta version of this project will also be implemented at ZAPTA Technologies.

1.5. Tools & Technologies

- **Figma:** UI design tool for creating intuitive and visually appealing design interfaces.
- **Confluence/JIRA:** Collaborative platforms for documentation and efficient project management.
- **React JS:** JavaScript library for developing dynamic and interactive user interfaces
- **Node JS:** Technology for back-end development
- **MySQL:** Use MySQL for database.

1.6.   Terms & Abbreviations

Sr. No	Term	Description
1.	**Performance Matrix**	A performance matrix provides a structured framework for evaluating and tracking employee performance against predefined criteria.
2.	**Performance Parameter**	Performance parameters are specific metrics used to assess an individual's or team's performance within an organization. These parameters include quality of work, productivity, communication skills, etc.
3.	**Parameter Weightage**	Performance weightage refers to the assigned importance or value given to different performance parameters within the performance evaluation matrix.
4.	**Parameter Evaluator**	A parameter evaluator is an individual or entity responsible for assessing and assigning ratings to specific performance parameters within the system.

Note: Final year students are required to thoroughly research the features of performance management tools. Additionally, experts from ZAPTA Technologies will collaborate with FYP students, and a beta version of this project will also be implemented at ZAPTA Technologies.