RSM | Stone Forest

PROJECT PROPOSAL

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PROBLEM STATEMENT

When new staff on-board, IT Asset Acknowledge Paper Form are given to check their assets. The current manual system for managing asset acknowledgments is time-consuming, and lacks real-time accessibility. By transitioning to a digital format, the objective is to streamline the acknowledgment process, enhance data accuracy, and improve overall efficiency.

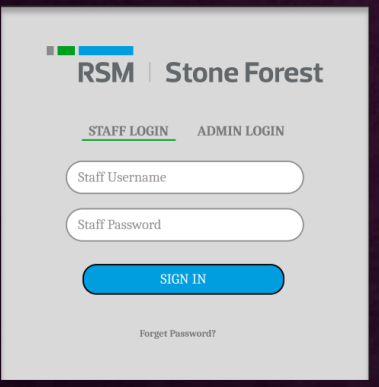
PROBLEM SOLUTION

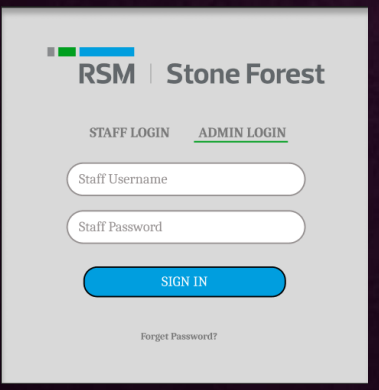
Digitalise IT Asset Acknowledgement Form

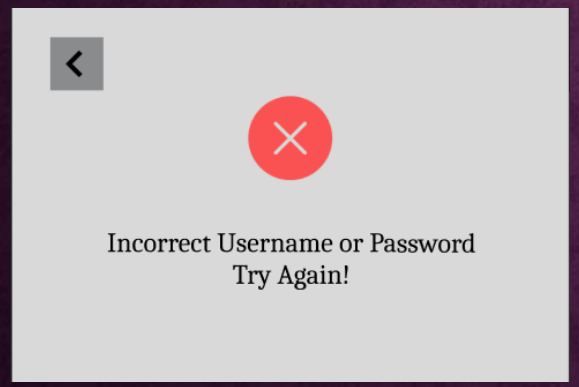
The goal is to leverage technology to create a more transparent, secure, and user-friendly system that not only meets compliance requirements but also contributes to a more agile and responsive asset management workflow.

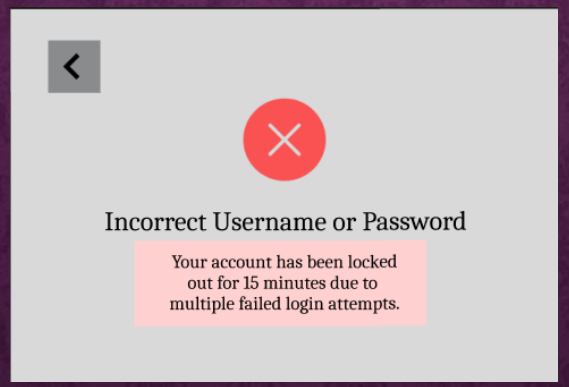
PowerApps, a Microsoft platform, empowers users to build tailored business applications. Its intuitive interface makes it easy to create data-driven apps that smoothly connect with Microsoft services like SharePoint and Excel. Through drag-and-drop, users can design responsive applications for tasks such as data entry and process automation.

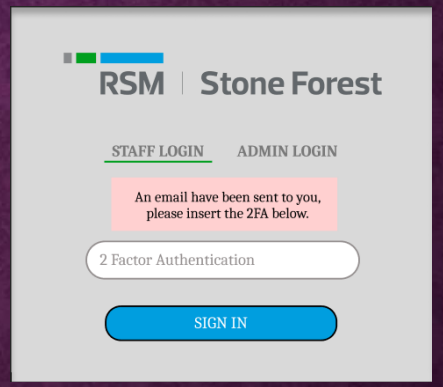
PROBLEM SOLUTION

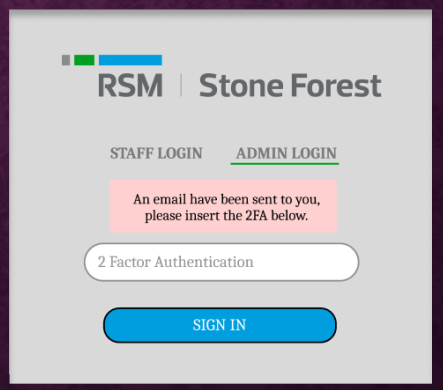


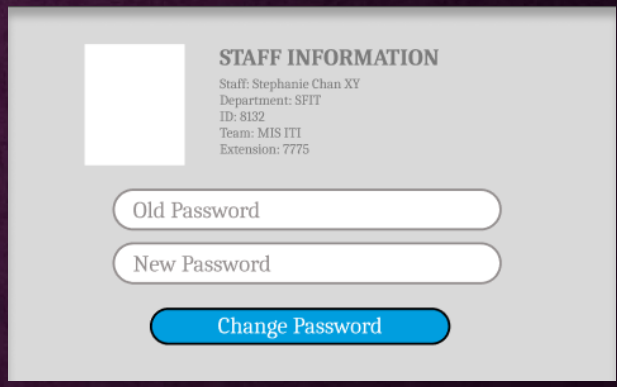




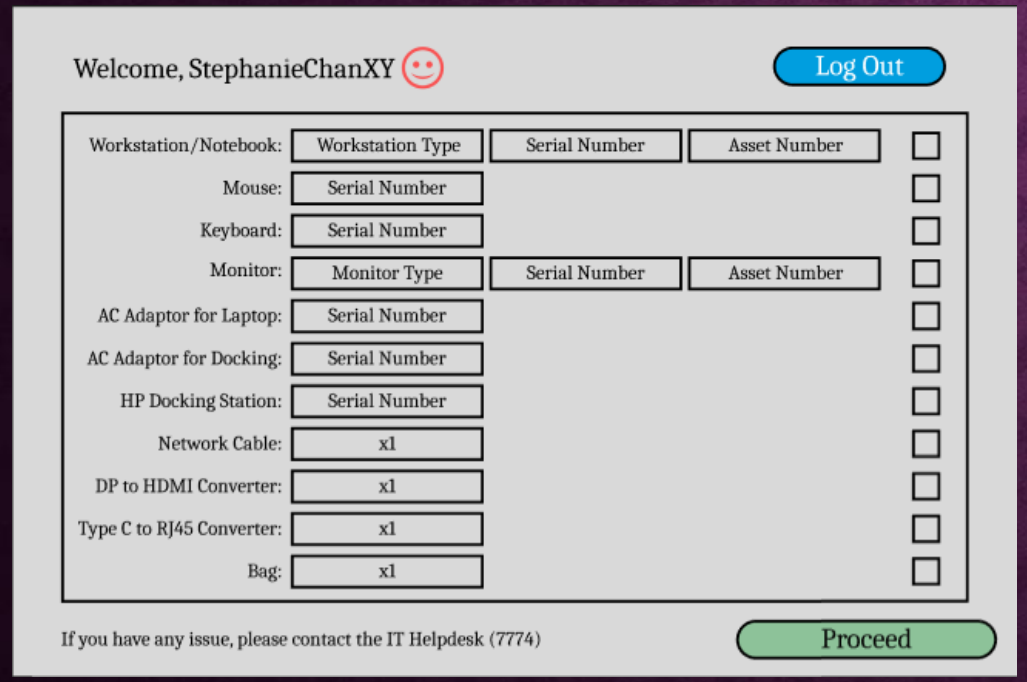


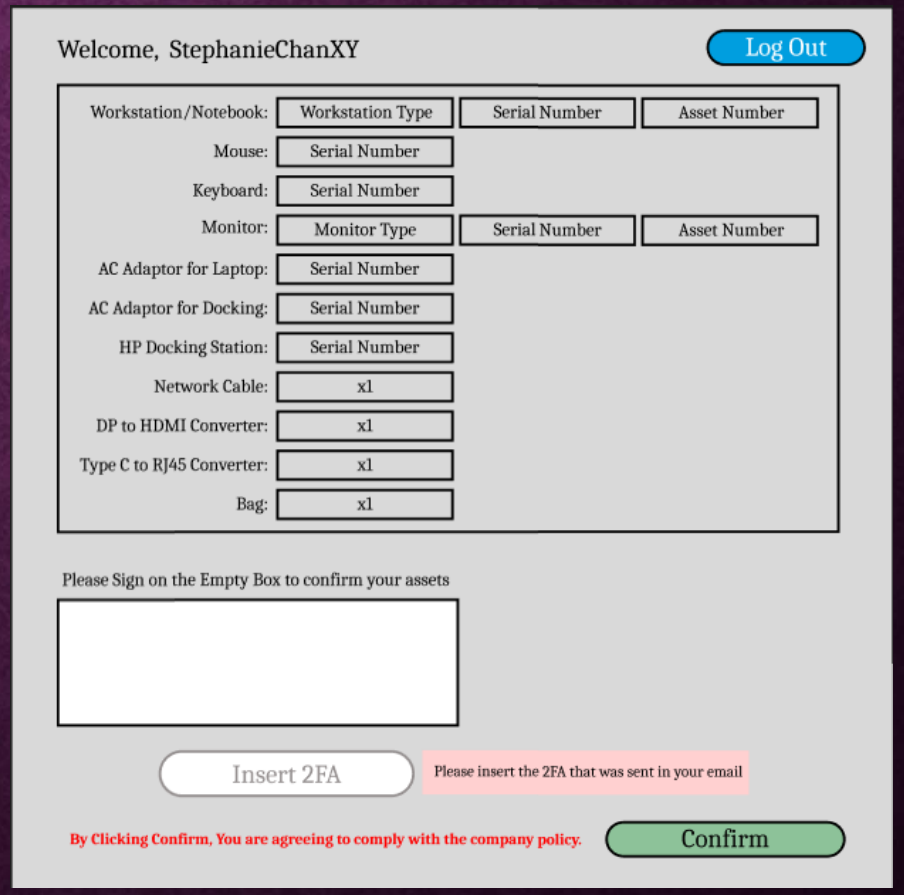




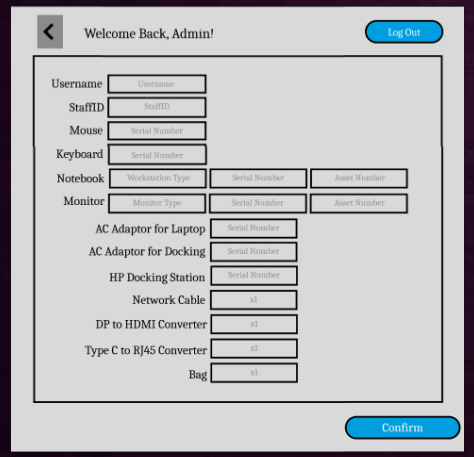


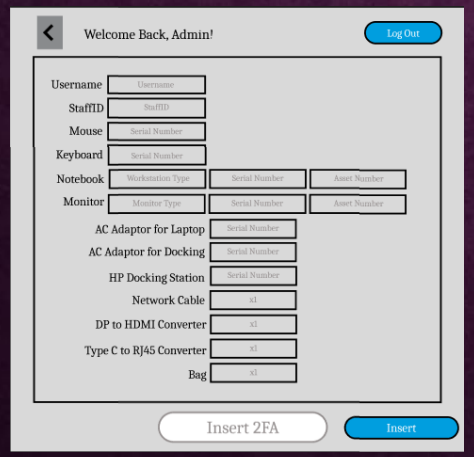
PROBLEM SOLUTION (STAFF)

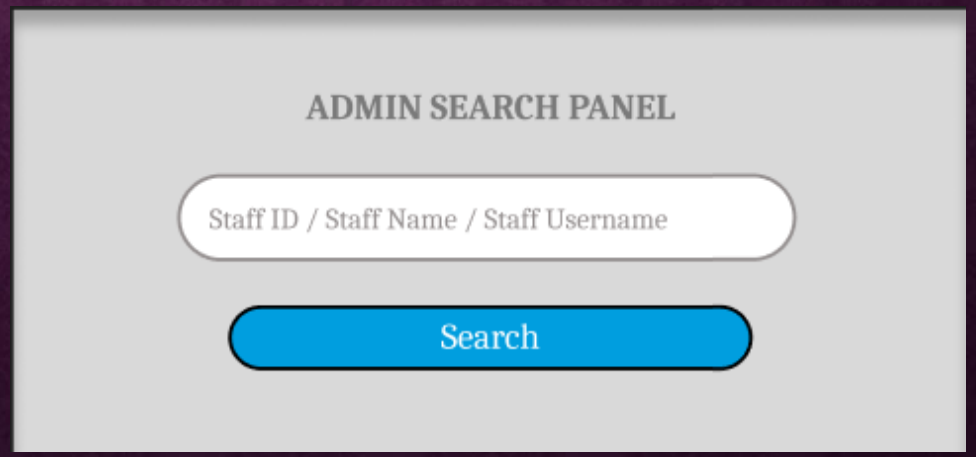


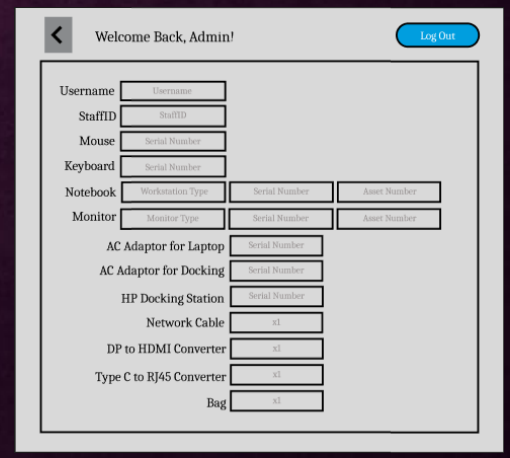


PROBLEM SOLUTION (ADMIN)









BENEFITS

Reduce paper usage

- Reduce reliance on paper, thus minimising paper consumption, printing and waste
- Cost associated with paper, printing and storage will be reduced

Increase efficiency

- The entire acknowledgement process reduces manual, paper-based system
- This will significantly decrease the manpower needed to on-board new staff

Increase data tracking – include loggings for security purposes

- Enhanced confidentiality of staff information

BENEFITS

Centralised Repository

- Storing and managing acknowledgement assets will have a centralised repository
- Simplifies audit & compliance check

Automation

- Reminders and notifications can ensure prompt acknowledgement

Accessibility

- User can retrieve and review data instantly, saving time and resources for paperwork.