



RSM | Stone Forest

PROJECT PROPOSAL

Stephanie Chan Xian Yi

Diploma in Information Technology

RSM | Stone Forest

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



[STAFF LOGIN](#) [ADMIN LOGIN](#)

[SIGN IN](#)


[Forget Password?](#)




[STAFF LOGIN](#) [ADMIN LOGIN](#)


[SIGN IN](#)


[Forget Password?](#)






Incorrect Username or Password
Try Again!





Incorrect Username or Password


An email have been sent to you,
please insert the 2FA below.



[STAFF LOGIN](#) [ADMIN LOGIN](#)

An email have been sent to you,
please insert the 2FA below.


[SIGN IN](#)



[STAFF LOGIN](#) [ADMIN LOGIN](#)

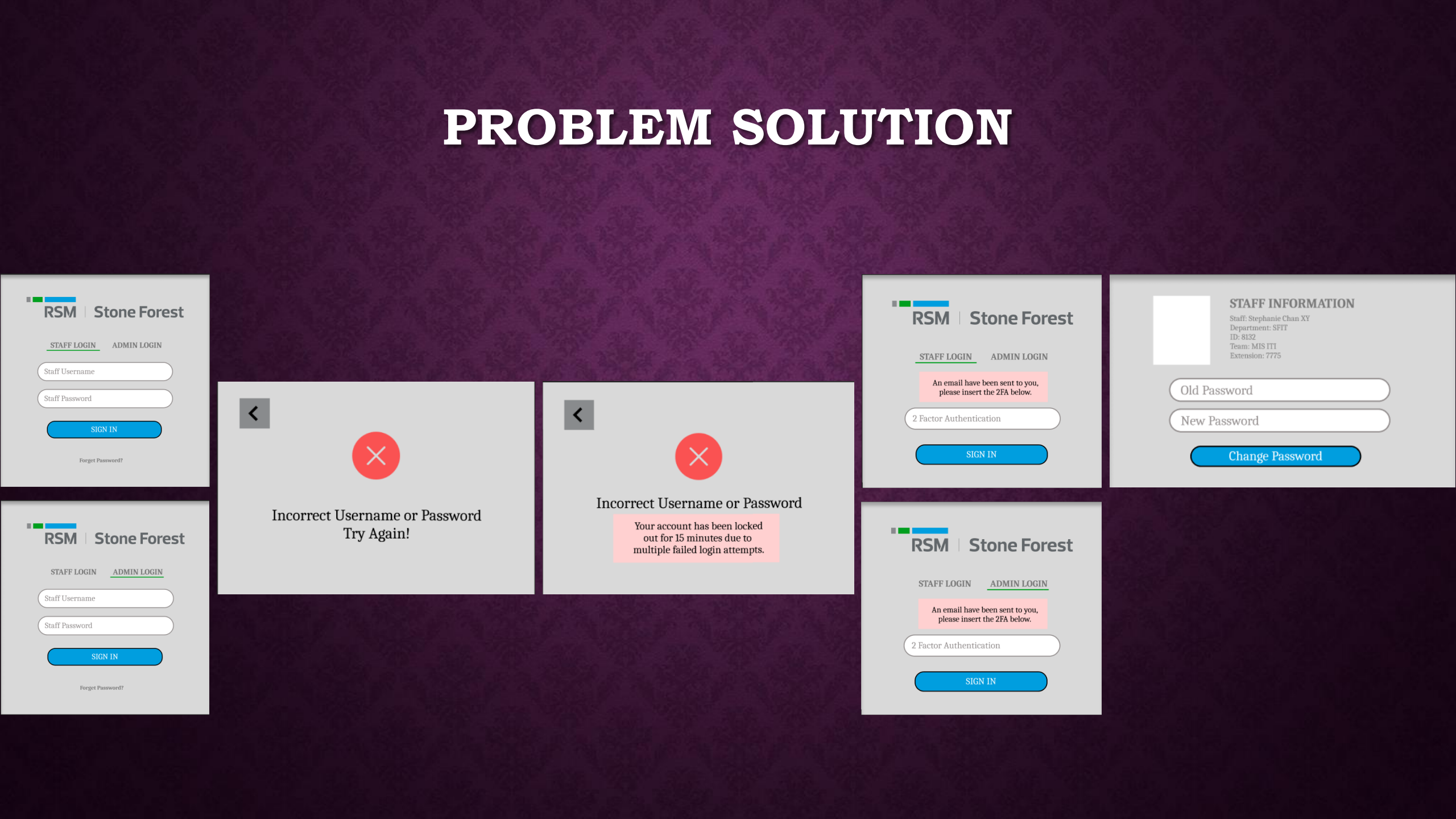
An email have been sent to you,
please insert the 2FA below.

[SIGN IN](#)



STAFF INFORMATION
Staff: Stephanie Chan XY
Department: SFTT
ID: 8132
Team: MIS ITI
Extension: 7775

[Change Password](#)



PROBLEM SOLUTION (STAFF)

Welcome, StephanieChanXY 😊 Log Out

Workstation/Notebook:	Workstation Type	Serial Number	Asset Number	<input type="checkbox"/>
Mouse:	Serial Number			<input type="checkbox"/>
Keyboard:	Serial Number			<input type="checkbox"/>
Monitor:	Monitor Type	Serial Number	Asset Number	<input type="checkbox"/>
AC Adaptor for Laptop:	Serial Number			<input type="checkbox"/>
AC Adaptor for Docking:	Serial Number			<input type="checkbox"/>
HP Docking Station:	Serial Number			<input type="checkbox"/>
Network Cable:	x1			<input type="checkbox"/>
DP to HDMI Converter:	x1			<input type="checkbox"/>
Type C to RJ45 Converter:	x1			<input type="checkbox"/>
Bag:	x1			<input type="checkbox"/>

If you have any issue, please contact the IT Helpdesk (7774) Proceed

Welcome, StephanieChanXY Log Out

Workstation/Notebook:	Workstation Type	Serial Number	Asset Number
Mouse:	Serial Number		
Keyboard:	Serial Number		
Monitor:	Monitor Type	Serial Number	Asset Number
AC Adaptor for Laptop:	Serial Number		
AC Adaptor for Docking:	Serial Number		
HP Docking Station:	Serial Number		
Network Cable:	x1		
DP to HDMI Converter:	x1		
Type C to RJ45 Converter:	x1		
Bag:	x1		

Please Sign on the Empty Box to confirm your assets

Insert 2FA Please insert the 2FA that was sent in your email

By Clicking Confirm, You are agreeing to comply with the company policy. Confirm

PROBLEM SOLUTION (ADMIN)

ADMIN CONTROL PANEL

Retrieve Staff Information

Insert Staff Information

Update Staff Information

Search Staff Information

Delete Staff Information

<

Welcome Back, Admin!

Log Out

Username

StaffID

Mouse

Keyboard

Notebook

Monitor

AC Adaptor for Laptop

AC Adaptor for Docking

HP Docking Station

Network Cable

DP to HDMI Converter

Type C to RJ45 Converter

Bag

Confirm

<

Welcome Back, Admin!

Log Out

Username

StaffID

Mouse

Keyboard

Notebook

Monitor

AC Adaptor for Laptop

AC Adaptor for Docking

HP Docking Station

Network Cable

DP to HDMI Converter

Type C to RJ45 Converter

Bag

Insert 2FA

Insert

ADMIN SEARCH PANEL

Staff ID / Staff Name / Staff Username

Search

<

Welcome Back, Admin!

Log Out

Username

StaffID

Mouse

Keyboard

Notebook

Monitor

AC Adaptor for Laptop

AC Adaptor for Docking

HP Docking Station

Network Cable

DP to HDMI Converter

Type C to RJ45 Converter

Bag

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.