

User Task List Brainstorming

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1. Inventory Manager Tasks

- Log in to the system and check inventory status.
- Perform inventory audits by scanning equipment and comparing with digital inventory report.
- Identify differences between physical and digital inventory.
- Set up and receive periodic inventory reports from the application.
- Would like to be able to get notifications when specific equipment types are low or needing repairs.

2. Shop Staff Tasks

- Log in and navigate the phone application.
- Add or remove equipment from the inventory using the application.
- Perform inventory checks to ensure enough equipment is available for new jobs.
- Flag damaged/broken equipment or items needing repairs
- Write up incidents that happen to equipment
- Check inventories at different physical locations.

3. IT Team Tasks

- Access the application to provide users with access and necessary permissions.
- Configure integrations with application and current business software/accounts

4. Procurement Team Tasks

- Log into the inventory application to check for equipment needs.
- Purchase new equipment when necessary.
- Track that new equipment is allocated in the inventory database.

5. Finance Department Tasks

- Receive inventory reports for budgeting needs.
- Generate financial inventory summaries.

6. Operations/Logistics Team Tasks

- Log into the inventory system, view available equipment, and plan equipment assignments to crews.
- Produce a logistics report that shows daily or weekly equipment movement across locations and crews.
- Check and update crew schedules based on available inventory data.

7. Suppliers/Vendors Tasks

- Access the vendor portal (if applicable) to view incoming purchase orders.
- Confirm order details and set an estimated delivery date in the system.
- Update order status once the shipment is prepared for delivery.
- Track pending payments (if integrated) and view invoice details for completed orders.
- Upload shipping confirmation details so procurement and warehouse staff can prepare.
- Review past order history and analyze any recurring order trends.

8. Regulatory Bodies Tasks

- Access compliance reports in a read-only format.
- Review historical logs of inventory adjustments to ensure no discrepancies exist.
- Confirm data security measures (simulated by IT) are compliant with regulatory requirements.
- Verify compliance for item handling and record accuracy by checking sample item histories.
- Simulate an audit scenario where records are cross-checked for accuracy and consistency.
- Download audit trail reports for inventory movement over a specified time period.