Appendix D.3 - Business Requirements Form

| **ID** | **Requirement** |
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| Asset Inventory Management | |
| FR-1 | Ability to create, track and manage an unlimited number of capitalized and non-capitalized assets by various classification structures (type, subtype, class, etc.). |
| Response: | |
| FR -2 | Ability to specify the geographical location of an asset using an interactive mapping interface. Users should have the ability to access, view, and edit asset data using the mapping interface. |
| Response: | |
| FR -3 | Ability to capture multiple attributes of an asset (e.g., material, length, depth, manufacturer, status). |
| Response: | |
| FR -4 | Ability to configure and customize the types of attributes collected for each asset, depending on its type. |
| Response: | |
| FR -5 | Ability to track and report on warranty periods for assets. |
| Response: | |
| FR -6 | Ability for a user to capture and store a photograph of the asset using a mobile device. |
| Response: | |
| Tangible Capital Asset (TCA) Accounting | |
| FR -7 | Ability to generate accounting entries to maintain assets (e.g., transfers, acquisitions, additions, betterments, depreciation, disposals) |
| Response: | |
| FR -8 | Ability to calculate and share information with the general ledger to provide an updated valuation of fixed assets on a regular basis. |
| Response: | |
| FR -9 | Ability to record insurance information of an asset, including company name/address, insurable value, renewal date, type of coverage, coverage limits, etc. |
| Response: | |
| FR -10 | Ability to post to a Work-in-Progress (WIP) account when payments are made against an asset. |
| Response: | |
| FR -11 | Ability to maintain assets with shared ownership, maintain the percentage of the asset owned. |
| Response: | |
| FR -12 | Ability for automatic calculation of depreciation based on frequency (monthly, quarterly, annually) and methods (straight-line, accelerated) and generate appropriate journal entry transactions. |
| Response: | |
| FR -13 | Ability to allocate depreciation to another classification structure when an asset is transferred during the year. |
| Response: | |
| FR -14 | Ability to group multiple assets together into a single “parent” asset for accounting purposes. In this approach, assets would have the ability to be tracked at higher “levels” (pools) for TCA accounting, while retaining individual asset records in the AMS. |
| Response: | |
| FR -15 | Ability to classify assets to match existing tangible capital asset financial statements and the flexibility to make changes to the classifications to accommodate future changes. |
| Response: | |
| FR -16 | Ability to maintain information on leased assets, including date of lease, terms of lease, annual costs, maintenance contract. |
| Response: | |
| Asset Inspection & Condition Assessments | |
| FR -17 | Ability to create customized asset inspection forms with various data fields and types (e.g. numeric, text, date). Forms should be configurable based on a business unit’s unique needs. |
| Response: | |
| FR -18 | Ability to track and manage historical inspection records. |
| Response: | |
| FR -19 | Ability to create and schedule future inspections to assets using pre-defined maintenance schedules using various periodic intervals (e.g., recurring - every January 15th, periodic - every 3 months, conditional). |
| Response: | |
| FR -20 | Ability to populate inspection forms using mobile applications (e.g., smartphone or tablet). |
| Response: | |
| FR-21 | Ability for a completed inspection to automatically create a work order or maintenance request based on the findings of the inspection. |
| Response: | |
| FR-22 | Ability to determine and/or calculate the condition of an asset on a 1 to 5 rating scale on the findings of an inspection. |
| Response: | |
| FR-23 | Ability to estimate the condition of each asset based on its age and estimated useful life. This condition should only be reported in the absence of an actual inspection. |
| Response: | |
| Maintenance Management | |
| FR-24 | Ability to create, track and manage maintenance work. |
| Response: | |
| FR-25 | Ability to assign maintenance work to individual assets. |
| Response: | |
| FR-26 | Ability to schedule future maintenance work to assets using pre-defined maintenance schedules using various periodic intervals (e.g., recurring - every January 15th, periodic - every 3 months, conditional). |
| Response: | |
| FR-27 | Ability to notify staff when maintenance work needs to be completed or are overdue. |
| Response: | |
| FR-28 | Ability to track and manage historical maintenance work. |
| Response: | |
| FR-29 | Ability to create maintenance work orders and forms for staff to complete. Checklists and forms should be configurable based on a business unit’s unique needs |
| Response: | |
| FR-30 | Ability to populate maintenance work orders and forms using mobile applications (e.g., smartphone or tablet). |
| Response: | |
| FR-31 | Ability to show the location of a maintenance work order (scheduled or historical) on an interactive mapping interface. |
| Response: | |
| FR-32 | Ability to classify maintenance work orders (e.g., preventative, emergency, warranty) |
| Response: | |
| FR-33 | Ability to prioritize maintenance work orders based on a set of pre-determined and configurable criteria. |
| Response: | |
| FR-34 | Ability to integrate with an Enterprise Resource Planning (ERP) system to manage works orders and track maintenance-related expenditures. Describe the types of integrations which the system is capable of. |
| Response: | |
| Long-Term Forecasting | |
| FR-35 | Ability to generate long-term expenditures forecasts based on a pre-defined asset renewal strategies (e.g., run to failure). |
| Response: | |
| FR-36 | Ability to create customized asset renewal strategies and apply them to assets based on their unique characteristics (e.g., material type). |
| Response: | |
| FR-37 | Ability to forecast asset condition over an extended planning horizon. |
| Response: | |
| FR-38 | Ability to create unique asset deterioration models for assets based on their unique characteristics (e.g., material type) and/or asset renewal strategy. |
| Response: | |
| Warehouse & Parts Management | |
| FR-39 | Ability to track and manage a listing of spare parts in the warehouse/stockpile. |
| Response: | |
| FR-40 | Ability to assign consumed spare parts to a maintenance work order. |
| Response: | |
| FR-41 | Ability to maintain a list of suppliers including their contact information, |
| Response: | |
| Document Management | |
| FR-42 | Ability to store and manage asset documentation (operational manuals, drawings) of varying file types (PDF, TIFF, DOC, XLSX, etc.). |
| Response: | |
| FR-43 | Ability to assign documentation to individual assets. |
| Response: | |
| FR-44 | Ability to open and view asset documentation in the field using mobile applications. |
| Response: | |
| Performance Monitoring | |
| FR-45 | Ability to track asset failures and/or performance issues (e.g., watermain break). |
| Response: | |
| FR-46 | Ability to assign asset failures and/or performance issues to individual assets. |
| Response: | |
| FR-47 | Ability to show the location of historical asset failures and/or performance issues on an interactive mapping interface. |
| Response: | |
| Decision-Making Support | |
| FR-48 | Ability to make capital renewal recommendations based on condition, performance, risk, or lifecycle cost. |
| Response: | |
| FR-49 | Ability to prioritize and rank assets requiring repair or renewal based on a pre-determined set of criteria (e.g., risk). |
| Response: | |
| Reporting / Analytics | |
| FR-50 | Ability for users to create custom/ad-hoc reports based on their business unit’s unique needs. Describe how the system supports this requirement. |
| Response: | |
| FR-51 | Ability to generate summary financial reports to prepare annual financial statements (e.g., total asset valuation, annual depreciation by department, etc.). |
| Response: | |
| FR-52 | Ability to generate summary report showing outstanding maintenance work orders. |
| Response: | |
| FR-53 | Ability to generate state of infrastructure reports, summarizing the condition and infrastructure deficit of all assets. |
| Response: | |
| FR-54 | Solution should provide out-of-the-box reports and dashboards to track and manage information across the solution. Out-of-the-box reports can be modified and saved as new reports.  Provide a listing of out-of-the box reports and dashboards that come with the solution with a brief description of each. |
| Response: | |
| FR-55 | Solution should support and manage report scheduling including securely distributing reports either online, to printer, fax, or email. |
| Response: | |