

FleetGarage implementation details

The latest version of this document can be found at:

<https://fleetgarage.eu/content/documents/FleetGarage-implementation-details.pdf>

Scope of implementation work:

1. Survey.
2. Discussion of the results of the questionnaire.
3. Set up the FleetGarage according to the results of the questionnaire.
 - a. Staff:
 - i. Establish the structure of departments and fleets;
 - ii. Establishment of user groups;
 - iii. Create users and set permissions;
 - iv. Creation of operators (technicians) and interfaces;
 - v. Importing a list of drivers with phone numbers and setting up a mobile application for requests.
 - b. Vehicles
 - i. Importing fleet vehicles from a file, setting up wheel formulas.
 - ii. Integration with the mileage loading system.
 - c. Workshop/Repair/Maintenance configuration.
 - i. Import work/groups/standard hours from supplied files (if required).
 - ii. Set up parking bays and posts (if required).
 - iii. Set up work order types by department, account rights, subcontractors.
 - iv. Set up automated scheduling of routine maintenance on a sample of vehicles.
 - v. Set up the aggregate unit directory.
 - vi. Configure manual and automatic vehicle arrival control status.
4. Adjustment and configuration of the application for TVs in the repair area (KANBAN).
5. Tyre management. Import from a file.
6. Setting up a mobile application for re-torquing wheel nuts.
7. Set up a road accident log.
8. Setting up an interface for entering requests from the terminal (PC).
9. General
 - a. Creation of printed forms: repair order, workshop order, inspection list, etc.
 - b. Creation of new 5 reports.
 - c. Set up automatic logging.
10. Checking servers and provisioning the system.
11. Discuss business processes and prepare training materials (videos) for positions according to the processes.
12. Training the Customer's staff at the developer's office (Tallinn) or remotely.
13. Developer departure for FleetGarage launch for 5 days, including travel, accommodation, meals.

Typical implementation plan

1. Questionnaire and discussion of the results of the questionnaire.
2. Installation of FleetGarage on developer's servers, import of data provided so far.
3. Visit of key Customer employees to Tallinn (1-5 people) 3 days x 6 hours at Cone Office Centre or remote training.
4. Provide Customer's key personnel (1-5 people) with access to FleetGarage's preliminary database.
5. Carry out further implementation work according to plan.
6. Customer prepares servers and provides access.
7. Developer performs server checks and generates comments if necessary.
8. Remote installation of FleetGarage on Customer's FleetGarage system servers with Customer's administrator. Installation and administration training. Functionality check. Installation of FleetGarage on workstations by a Customer employee.
9. Joint remote analysis to ensure that the FleetGarage system is correctly configured. If new requirements and comments arise, discussion, implementation, installation and re-verification.
10. Preparation of packages (set of files) for the Customer's employees:
 - a. Login, passwords.
 - b. Link to training video.
 - c. A task for an employee to perform test operations after self-trainings.
11. Analysis of questions based on the results of Customer employees completing test tasks.
12. Coordination of departure date for FleetGarage launch.
13. Departure for 5 days for Developer employees to launch FleetGarage.
14. Indicative plan for on-site work:
 - a. First day:
 - i. discussing goals with management and clarifying details.
 - ii. workplace visits and training.
 - b. Second day:
 - i. discussion with management of issues that arose during personal training of employees, if any and if solutions are required;
 - ii. communicating the formed decisions to employees;
 - iii. Removing test data;
 - iv. Import actual data (if required).
 - v. Customer staff create workshop orders for transport that is in repair.
 - c. The third day:
 - i. Presence in various workshops for assistance and consultation.
 - ii. Customer employees continue to submit work orders that remain from the previous day.
 - d. Fourth day
 - i. Attendance during second shift work.
 - e. Fifth day
 - i. Summarizing. Discussion of issues that were raised during the training process.
 - ii. Signing the act of commissioning.