

Plan an Office for Techwise Consultancy Ltd

Your Task:

You are the Technology Procurement Consultant for a new IT company called Techwise Consultancy Ltd. They are setting up their first office in London with 20 employees across 5 departments.

Your job is to plan and budget all the computing equipment the office will need, using <https://www.ebuyer.com> to find real products. Your total budget is £15,000.

Company Structure:

- Engineering (8 employees) – Developers and testers
- Sales (4 employees) – Client-facing, remote-capable
- HR (3 employees) – Payroll, recruitment, communication
- Admin & Finance (2 employees) – Data entry, reporting, documentation
- IT Support (3 employees) – Troubleshoot and maintain systems

Equipment Needs (by Department):

- Engineering: 8 high-performance desktop PCs + 2 laptops (16 GB RAM, SSD)
- Sales: 4 lightweight laptops (webcam, good battery)
- HR: 3 standard desktops (Office tasks)
- Admin & Finance: 2 desktops (dual monitor preferred)
- IT Support: 3 desktops + 1 laptop
- All: Monitors, Keyboards, Mice, Headsets, Printer

Your Plan Should Include:

1. A shopping list of all required items
2. Prices, quantities, and links (where possible)
3. A short explanation of why you chose each item
4. A total cost (must stay under £15,000)

Bonus Challenge:

- Can you find refurbished items or bundles to save money?
- Can you create a stylish and ergonomic office setup?

Specification Guide: Choosing the Right Equipment

Use the guide below to help you make smart choices when selecting items for different departments. Think about how each team will use their device and match the specifications to the task.

Key Terms and What to Look For:

- • Processor (CPU):
 - - Look for at least Intel Core i5 or AMD Ryzen 5 for Engineering and IT Support.
 - - HR, Admin, and Sales can use i3 or Ryzen 3 for general tasks.
- • Memory (RAM):
 - - Engineering and IT Support: 16 GB minimum
 - - HR, Admin, and Sales: 8 GB is enough
- • Storage:
 - - Prefer SSDs (Solid State Drives) – they are faster and more reliable
 - - 256 GB or more is ideal for most departments
- • Display/Monitors:
 - - Full HD (1920x1080) minimum
 - - Larger screens or dual-monitor setups for Admin/Finance
- • Laptops:
 - - Lightweight for Sales and remote workers
 - - Built-in webcam and mic required
- • Peripherals:
 - - Wired or wireless mouse and keyboard
 - - Headsets for communication (mic + speakers)
- • Printer:
 - - All-in-one (print, scan, copy) is a good choice
 - - Consider ink costs and replacement cartridges

Remember: Some departments need more power, others need portability or comfort. Use your budget wisely!