**Feasibility Memo Notes**

MEMORANDUM

To: Mark Edwards

From: Jeffrey Martin

Copy: Jane William

Date: November 3, 2016

Subject: feasibility study for travel arrangements to the AITP NCC Convention

At our last staff meeting on October 25th, we discussed the upcoming AITP NCC Convention. It was decided that we would once again send a representative as we have for the last seven years. During those seven years, we have gained ----- from this convention.

This year’s convention at the Plaza Hotel and Casino in Las Vegas, Nevada focuses on --------------. Our manager, Mark Edwards, has approved of Jane William attending the convention to recruit new programmers. His concern was finding affordable travel arrangements. If these could be found, then this travel request could be approved.

The convention runs Thursday, January 12 to Sunday, January 15. This means that William will have to alter her work schedule based on the travel arrangements. In order to meet contract standards, there must be 8-hours of time between William‘s return to Kalamazoo and his next scheduled shift.

1.0 RECOMMENDATION

Having looked into several different travel options, we have identified two that we believe best match the need of the contract, of William‘s work schedule, and of ease of travel. These options are flying Delta Airlines staying at Plaza Hotels and flying American Airlines staying at Plaza Hotels .After careful consideration, we believe that 2nd option is the better option.

2.0 RESEARCH PROCESS

In order to find the travel arrangements, we took a look at different travel sites on the web. We discovered that ------- site gave us the best information on -------------------. Then we looked at ---------------- site for information on --------------------. We also used --------------------- site to find ---------------------------. The specific findings of this research are detailed in Table 1 attached to this memorandum.

3.0 CRITERIA

The biggest factor in the decision was -----------. This factor impacted -------------------. The one factor that we could not change was the convention cost or dates. While making our decision on each criterion, we kept in mind the monetary cost and the time factor, specifically the impact on --------‘s work schedule.

3.1 Convention Cost

The four-day convention in the -------- Resort is a total package cost of $\_\_\_.00. This total cost includes ----------. What it does not include are -------------. These factors are detailed below.

3.2 Travel

The travel arrangements include round trip airline flights and -----------------. One option is flying ------------. This option cost $\_\_\_.00 and has ---------- impact on ----‘s work schedule. The second option is ------------. This option costs ------------- and his ----------- impact on ----------‘s schedule. After comparing the two, it was decided that ------------ is the better option because -----------------.

3.3 Hotel Accommodations xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

3.4 Food xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

3.5 Other Expenses xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

4.0 CONCLUSION

We believe that traveling with ---------- and choosing option ------- is the better choice. With your approval, we can confirm these travel arrangements. As travel costs are time sensitive, we must book before ---------- in order to secure these prices. If you have any other questions, or need further information, please contact us.