PARKER MANUFACTURING COMPANY

Memorandum

TO: Floyd Mohr and Marcia Valdez

FROM: Helen Constantino

DATE: July 14, 2022

purpose   *action*

RE: ==Proposal== to ==Write a Program== for Scheduling Conference Rooms

Introduction

state purpose   *proposed action*

I ==propose== to spend two weeks writing, testing, and implementing a program for scheduling conference rooms in the plant. This program ==will eliminate s==everal problems with

expected outcome

significance / urgency

conference room schedules that ==have become acute== in the last six months. I will use data from xxx to analyse and propose a solution(s) (**intext citations**). In this proposal, I will ==outline (First….Second… finally…)== provide a brief outline of the paper here.

Present System (can refer to a phenomenon, e.g. traffic system, or a method to be improved)
current situation

==At present==, the chief means of coordinating room reservations is the monthly "Reservations Calendar" distributed by Peter Svenson of the Personnel Department. Throughout each month, Peter collects notes and phone messages from people who plan to use one of the conference rooms sometime in the next month (**intext citations**). He stores these notes in a folder until the fourth week of the month, when he takes them out to create the next month's calendar. If he notices two meetings scheduled for the same room, he contacts the people who made the reservations so they can decide which of them will use one of the other seven conference rooms in the new and old buildings. He then prims the calendar and distributesit to the heads of all seventeen departments. The department heads usually give the calendars to their secretaries.

Someone who wants to schedule a meeting during the current month usually checks with the department secretary to see if a particular room has been reserved on the monthly calendar. If not, the person asks the secretary to note his or her reservation on the department's copy of the calendar. The secretary is supposed to call the reservation in to Peter, who will see if anyone want to use that room at that time. ==However, I have noted/been advised of problems with the current system.== *Link to the next paragraph*

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Problems with the Present System

The present system worked adequately until about six months ago, when two important changes occurred. Firstly, the new building was opened, bringing nine departments here from the old KnollBoulevard plant. Secondly, the Marketing Department began using a new sales strategy of bringing major customers here to the plant (**intext citations**).

cohesive tie   *specify problem*

Specify the problem

These two changes have greatly complicated the work of scheduling rooms. In the past, though secretaries rarely called Peter Svenson with reservations for the current month, few problems resulted. Now, with such greatly increased use of the conference rooms, employees often schedule more than one meeting for the same time in the same room. That problem has always created some loss of otherwise productive work time. Now, if one of the meetings involves customers brought here by the Marketing Department, we end upgiving a bad impression of our ability to manage our business.

specify problem

A related problem is that even when concurrent meetings are scheduled for different rooms, both may be planning to use the same audiovisual equipment. To solve these issues, I propose some objectives for the project. *Link to the next paragraph*

Objectives (i.e. targets, or the evaluation criteria for the project's success)

Objectives

link to previous section

To solve our room scheduling problems, I propose a reservation system **(intext citations)** that will do the following:

Objectives are what the project can do rather than what you can do – not methods here

use dot points

- provide a single, up-to-date room reservation schedule for the entire company, thereby ending the confusion caused by having a combination of departmental and central calendars

start with a consistent verb

- allow a designated person in each department to add, change, or cancel reservations with a minimum of effort

start with a consistent verb

- show the reservation priority of each meeting so that people scheduling meetings with higher priority (such as those with potential customers) will be able to see which scheduled meetings they can ask to move to free up a room. Therefore, I propose the following solution. *Link to the next paragraph*

Solution (refers to the final product)

Proposed Solution

indicate solution   explain why the solution will address the problem

I propose to solve our room scheduling problems by creating a centralized reservation system on the VAX computer. This is because every department has at least one terminal networked to this computer, a designated person in each department will be able to enter, alter, or cancel reservations quickly and easily. The program will automatically revise the reservation list every time someone makes an addition or other change so people anywhere in the company can view a completely updated schedule at any time. When they enter a

reservation, people will include information about the priority of their meeting, so that other individuals will be able to view this information if they are having trouble finding a place for their own meeting. The program will also be able to handle reservations for audiovisual equipment, thereby ending problems in that area. This computer program will have the added advantage of freeing Peter Svenson from the time-consuming task of manually maintaining the Monthly Reservations calendar.

Method

Method for Developing the Program

describe the method as a series of steps

I propose to create and implement the program in three steps: writing it, testing it, and training people in its use. Firstly…..

Writing the Program

indicate number of steps

The program will have three routines. The first will display the reservations that have been made. When users access the program, the system will prompt them to tell which day's schedule they want to see and whether they want to see the schedule organized by room or by the hour. The calendar will display a name for the meeting, the name of the person responsible for organizing it, and the audiovisual equipment needed.

indicate start of each step; be consistent: first, second, third…

The second routine will handle entries and modifications to the schedule. When users call up this program, they will be asked for their company identification number. To prevent tampering with the calendar, only people whose identification number is on a list given to the computer will be able to proceed. To make, change, or cancel reservations, users will simply follow prompts given by the system. Once a user completes his or her request, the system will instantly update the calendar that everyone can view. In this way, the calendar will always be absolutely up-to-date.

The third routine is for administration of the system. It will be used only by someone in the Personnel Department. Through it, this person can add and drop people from the list of authorized users. The person will also be able to see who made each addition, change, or deletion from the schedule. That information can be helpful if someone tampers with the calendar.

Testing the Program

use first person etc. to allocate roles; be specific who will carry out each task

I will test the program by having secretaries in four departments use it to create an imaginary schedule for one month. The secretaries will be told to schedule more meetings than they usually do to be sure that conflicts arise. They will then be asked to reschedule some meetings and cancel some others.

Training

first person 'I will"

Training in the use of the program will involve preparing a user's manual and conducting training sessions. I will write the user's manual, and I will work with Joseph Raab in the Personnel Department to design and conduct the first training session. After that he will conduct the remaining training sessions on his own.

Resources Needed

To write this program I will need no special resources. Testing and training will require the cooperation of other departments. I have already contacted four people to test the program, and Vicki Truman, head of the Personnel Department, has said that Joe Raab can work on it because that department is so eager to see Peter relieved of the work he is now having to do under the current system.

Schedule

I can write, test, and train in eight eight-hour days, beginning on August 15.

indicate role e.g. 'I'

Task	Hours
Designing Program	12
Coding	24
Testing	8
Writing User's Manual	12
Training First Group of Users	8
Total	64

consider using a gantt chart to show overlapping timelines

The eight hours estimated for training includes the time needed both to prepare the session and to conduct it one time.

Qualifications

As you know, although I usually work with our IBM system, I am also familiar with the VAX computer on which the schedule will be placed. In addition, as an undergraduate I took a course in scheduling and transportation problems, which will help me here.

Conclusion

future significance

I am enthusiastic about the possibility of creating this much-needed program for scheduling conference rooms and look forward to working on solving these issues. State any limitations or risks and strategies to manage these.

Note: you should also include a section for 'Management', including potential risks and alternative plans, as well as ethics considerations (and application).

The purpose of the section is to develop trust, by assuring readers that you are aware of the possibilities, and have safeguards put in place.

Insert **intext citations** where possible – including personal communications with supervisors and or industry representatives

Reference list must be provided at the end of the proposal