

MEMORANDUM

TO: Pouya Radfar
FROM: Jared Dyreson
SUBJECT: Calgary Assignment
DATE: October 24, 2019

Moving forward with the project of the assignment in Calgary as defined by scouting the location and reporting on costs for what that entails. In taking this position, I look forward to the additional responsibilities and new learning experiences. With that being said, I wanted to bring to your attention to some concerns I do have found in regards to this assignment as stated below:

1. The building needs to be refurbished, it is not up to code. Also it needs to be rewired for proper internet and phone lines.
2. There is still a need to hire employees for this location. Is there any word of hiring a recruiting manager or will this be handled directly through Human Resources?
3. For pay will it be competitive to compete with Company B as well? This goes for both new hires and transfers like myself.
4. Is there going to be a push to allow for more remote positions to incentivise working at the Calgary location?
5. What is the expected timeline of operations upon final completion?

According to my calculations, it would cost around \$20,000 for removal of dial-up cables and rewiring of a building of this size. Our new location has a size of 16,300 square feet and is centrally located in the heart of Calgary. This office space has a dedicated parking garage that can support the estimated 250 people required to run this location. Total number of spots is 350 which is an added buffer if we do in fact need to hire more individuals in the future. When considering remote positions for our employees, it would allow for a wider pool of applicants as transportation would not be a driving factor. There will be daily stand ups that each employee must participate in, describing what they are working on and it's estimated time of completion. This ensures the employees are on the same schedule as the other engineers who are coming into the office.

As this project is in early stages of development, I have yet to make any new hires. This process of hiring and creating job listings needs to be handled by an outside party. I am requesting a branch of the current Human Resources Department to look into it or hire an outside entity to facilitate this. I would work closely to this group to ensure the right listings are posted with very accurate and descriptive job listings

Since we are in direct competition with Company B, we need to offer competitive salaries. The average salary for computer programmers, which is the field with most demand, is around \$55,000. This means we need to increase our base rate for junior and mid-level programming positions to \$60,000 and offer weekly luncheons.

In regards to my salary, I am currently making \$45,000 which equates to 58826.03 Canadian. The average cost of living is for a four person household is 47916.00 Canadian. This also does not take into account that the tax rate in Canada is 24% which brings my annual salary to 44707.78 Canadian.

With this current salary I cannot afford to maintain a post in Calgary. I would need at least a \$10,000 raise to meet the minimum threshold for supporting the cost of a family of four.

I want to make it clear that the projected time of completion should be done by early 2021, given the current circumstances. This process can be expedited if the following can be achieved:

1. A separate entity to oversee the hiring process
2. My proper relocation to physically be present during the completion of this project
3. Ideas and thoughts regarding the competitive salary and incentives for working at this branch

Sincerely,

Jared Dyreson

Paper Directions and Instructions:

Pick one of the following scenarios, and follow the task assigned to your chosen scenario. The length of your memorandum must be between 800 to 1000 words and **Double Space**. Submit your papers on Titanium before or on Nov 2nd at 11:55PM. For this paper, you will work and submit your assignment individually.

Scenario One:

You are a mid-level manager at a tech firm. You have been working for your firm for three years. An executive in your company call you for a meeting. In this meeting, you are offered a new prospect. You are asked to head your new department in Calgary, Canada. This is not a temporary assignment. Depending on the successful launch of this location, you may become the executive in charge of this location. This opens the prospect of having to live in Calgary for the foreseeable future

Your task:

Write a two-page memorandum for your manager. Discuss the cost of living, the transportation, aspects of the work culture in Canada. You want to convey the challenges you will be facing in your new city.

Scenario Two:

You are a competent project manager. You just finished doing all the necessary technological upgrades in your California headquarters. It has taken you three months to do the work with a team of three people. Your manager asks you if you are willing to do the upgrade in your European headquarter. It is in London, United Kingdom.

This is a temporary assignment. By doing this assignment for the company, your reputation may get a bigger boost and make you a contender for the next executive position. Additionally, you will have all of your costs reimbursed. This includes, housing, transportation, grocery, and entertainment. Finally, you will be able to take your team with you.

Your Task:

Write a two-page memorandum for your manager. You must explain the cultural differences you may face, the challenges of living in another city, the impact of being away from your family and friends (or a case for taking them with you).

Scenario Three:

A mining consortium in Cape Town, South Africa has contacted you for your expertise. They cannot initially offer you much in salary, however should you choose to accept the position, they will offer you adequate housing, and a 15% ownership stake in the mining operation.

Your Task:

You must write a two-page memorandum for the consortium. You must discuss the cultural challenges you may face in Cape Town. You must also talk about the cost of living, transportation and the decision you may need to make.

Scenario Four:

As a part of your company expansion in the European market your company is opening a new office in Berlin, Germany. You are an underappreciated Engineer and have reached the maximum position in your current location. Your reviews have been satisfactory, but they have not resulted in any promotion. There is a new managerial position open in the new Berlin location and you have applied.

Your Task:

Your task is to write a two-page memorandum for the executive in charge of the new location. You want to showcase your knowledge about the culture and the norms. You may want to speak about the where you would live, commuting and your adaptability to the new culture.