**Memo**

To: Dr. Ken Machoian

From: James Hernandez

Date: November 21, 2020

Subject: Purchasing of New Workstations for Our Editors

Many of our Editors here at M-Global have filed several complaints on how their current workstations are not up to par to handle the requests that our new clients have been assigning them these past few months. When I found this increasing pattern in complaints, I went to check up on our teams current editing workstations to see what they were dealing with and upon my findings I saw that the current hardware that their workstations were comprised of sure enough are very outdated by a few generations. As I did not check all workstations I had some employees take note of the components and comprise a list of the hardware specs (see table below.) For what clients are asking of them, their complaints are understandable.

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| --- | --- |
| **Component Type:** | **Component**: |
| ***GPU:*** | *Nvidia GeForce gtx 1080 3GB* |
| ***CPU:*** | *Intel Core i7 7400 (7th Gen.)* |
| ***PSU (Power Supply):*** | *Fantec 500W Bronze Rating* |
| ***Ram:*** | *16GB DDR3* |
| ***Memory:*** | *1TB HardDrive* |

Although our editors current workstations are enough to be considered “usable,” it is clear that we need to upgrade the components in our workstations to meet the current demand of our clients before our company accepts projects that we are not able to complete. Of course, we want to keep the prices of the new workstations reasonable, as parts can be expensive but we do owe it to our editors to provide capable workstations so that they are able to push projects that our clients demand of us. We here at M-Global want to be proud of the work we provide to our clients.

**Current Workstation Problems**

As the table shows above, the components in our editors’ current workstations are out dated compared to newer components for workstations that are out today. Although our employees have been able to keep up with demand from our client using these machines, we can see that quality being provided has been at static level while our competitors have been pushing more complex projects with a slightly higher quality. We hire the most capable workers for our editing team here, so the only conclusion is that their workstations are not able to push our higher quality to match our competitors.

As of why the editors work quality has been at a static level, I have considered several possible reasons for this:

***Out Dated Components? –***  As of now, the components that are in our editors workstations are yes outdated compared to what our competitors are using in their workstations. The quality of work that our editors are pushing is of the highest quality that they are capable of meaning their work could be being held back from what is possible with now a days workstations

***PSU Failing? –*** Editors working at a constant pace pushing their workstations to the max to keep up with demand could and will be putting a strain on the machines power supply especially since they are not as new as they once were. All the components will be wanting to draw more power as they become less efficient over time. I have issued all editors to install software to check the viability of their power supply to help verify my suspicions on the matter.

***GPU Not Having Enough Onboard Memory?*** **–** The amount of memory that a GPU/ Graphics Processing Unit/ Graphics Card can determine a lot of the performance that the component can give. The onboard memory of a graphics card can determine the response rate as well as the amount of workload that an editor can do. At the time the components in the current workstations were released, the quality of work our editors pushed out were high quality, however that was then and this is now, which I believe is why the quality has been static since.

**Solution:** Update the current editors workstations with new up to date components for better performance

After thinking over several possible solutions to solve this problem such as replacing only certain components and leaving others (mixing old components with new components) it is in our best intentions to replace the entire workstations for our editors here at M-Global.

I have done research in the funding financials that our accountant department team have given me and it is very clear that if an appeal was filed for an upgrade in equipment for better workstations, that it would get approved. If approved, we would see an increase in performance and quality from our editors which will be positively reflected onto M-Global.

This past week, I spoke to Travis Khan, who is head of Accounting and manages financial distributions for new supplies. In our conversation I asked Travis what was the likelihood of receiving the funding to help out our editors for the team at M-Global, for which he confidently replied that it is guaranteed that we will receive the funding if we file the appeal. I then made a rough calculation on how much it would cost to purchase new workstations for our editors which comprises of fifth-teen employees, I came up with around one-thousand usd for each new workstation, I then had another conversation with Travis Khan about the amount of funding and told him about what each workstation would roughly cost for which he told me that the cost would be covered since our company relies on our editors.

**Conclusion**

There are several reasons why having up to date workstations for our editors could raise the performance and quality of work that they will provide to our clients. Having our improved workstations raising the quality of work will help us at M-Global to compete better with our competitors, to bring in new clients to request more work from us, and to help keep our current clients for a longer period of time.

If you would like to talk more about the proposal, please feel free to let me know and I will schedule another meeting with Travis Khan to discuss any other financial questions you many have.