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| 9/28/2023 |  | Memo |
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| To  Upper Management, Image CraftersPhotography Company  From  Kenneth Delliber, Project Manager, Network Design Team  Subject:  Changes to Network Design Specification for Budget Reduction |  | **Introduction:** In light of the recent request to reduce the project budget by at least 15%, we have revisited our Network Design Specification and identified areas where cost savings can be achieved without compromising the project's core objectives. This memo outlines the proposed changes and their implications.  **Proposed Changes and Cost Savings:**   * **Cloud-Based Solutions:** By transitioning to cloud-based services, we can eliminate the need for on-site servers, reducing hardware, maintenance, and upgrade costs. * **Open-Source Software:** Wherever feasible, we will utilize open-source software alternatives, which offer robust features without the licensing costs of proprietary software. * **Optimized Network Equipment:** We will prioritize essential network equipment and explore cost-effective alternatives for non-critical components.   *Note: Detailed cost breakdown and savings are attached in the updated Network Design Specification.*  **Potential Negative Impacts:**   * **Cloud-Based Solutions:** Relying solely on cloud services might lead to potential downtimes if there are issues with the cloud service provider. However, we will ensure that we choose reputable providers with a track record of high uptime. * **Open-Source Software:** While cost-effective, open-source software might require more in-house expertise for customization and troubleshooting.   **Adverse Effects on Project Goals:** The proposed changes aim to achieve cost savings while meeting all project goals. However, the staff might have a slight learning curve in adapting to new software or platforms. We will mitigate this by providing adequate training and support.  **Conclusion:** The proposed changes to the Network Design Specification aim to achieve the desired budget reduction while ensuring that the project's objectives are not compromised. With the careful implementation and ongoing support, we believe these changes will benefit the company financially and operationally. |