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| EMAIL | |
| **From** | Mohammed Mahin Ibnay Mamun (Project Manager) |
| **To** | MS Paton (Client) |
| **Subject** | Install hardware, software and configure the new system |
| Dear Ms. Paton,  I would like to begin by thanking you for the opportunity. As project manager, I can proudly say that the project has been completed below the received budget and deadline Aswell as meeting the requested requirements. The request asked for was a system which could:   * use an artificial intelligence (AI) administrative assistant * track maintenance of printers * enable intelligent lighting with smart bulbs * track equipment with smart tagging * use sensors to heat map the office * track building data over time so software can adjust to changes to fit occupancy or seasonal changes * use cameras for security * support 24/7 operation.   The work which you assigned my team to complete will now produce the following:   * provide a 30% efficiency saving on utility bills * minimize security risks * improve the wellbeing of staff through a better office environment * reduce carbon footprint.   The projected total cost of this project will be £125,000, which will pay for all the required results. Part of this budget is expected to be used to purchase and install system hardware. Included in this budget are developing the application and software, as well as paying the salaries of each member of the team, including network engineers, software engineers, app developers, and project managers.    By using this table which you kindly provided, I have worked out the costs of each task against the employees' pay. I worked this out by finding out how many hours it will take for the employee to complete the task. Once I worked out their hours, I multiplied it by their per hour cost.    As shown above, I have added a screenshot of my calculations. This screenshot shows the name of the task Aswell as the cost to cover it. I have also added the cost of all the equipment which was required. By creating this I was able to work out how much of the budget I needed, a total of £62,432.88, to complete the task.  The project was projected to cost £125,000 in total, however after I evaluated the cost of equipment and personnel salaries, the actual cost was £62,432.88. The actual cost is less than the anticipated budget, as seen by this. If you have any questions, please refer to the updated Gantt chart that I've attached below this email.  I was able to manage the app developers, senior software engineers, and network engineers throughout the project that I completed effectively by making sure they were working on their respective tasks and talking with their subordinate staff members.  I'm hoping this email gets to you quickly. If there is ever a misunderstanding, please don't hesitate to contact me again. If you are happy with my work, I'd be happy to take on more jobs in the future.  Your sincerely: Mohammed Mahin Ibnay Mamun | |