While choosing a software program for the company, my most important concern above all else would be cost efficiency. I would make a list of subcategories in each type of category of software programs. I would compare the programs to each other by the following categories: cost efficiency, reliability, quality, frequent updates, and user-friendly. The difference in how I obtain the software will be either open source or proprietary (Test out 12.9.3). I would first look into open source software due to the cost efficiency; however, if the quality and reviews of the software program do not meet the standards of the company then I would investigate proprietary software programs.

Software Needs:

1. **Graphic Design program**: A graphic design software program would only be needed for the employees involved in creating and editing photographs and artwork. Graphic design programs help these employees create, edit, and store drawing and/or images for the designed sale’s product. For my software choices, I would either consider Adobe (proprietary) or multiple open source software programs to assist MilleniAds graphic designers.
2. **OS software program**: A reliable Operation software program is always needed for each workstation to control and manage the workstations’ hardware and software systems. The two I would consider would be Windows 10 or MacOS
3. **Office software program**: The two programs I would suggest to the company is Office 365 (proprietary) and Libre Office (open source). Office 365 has two categories Home and Business. Office 365 has a monthly fee for each workstation, but it comes with many applications needed for a business. Office 365 Business comes with the following apps: Word, Excel, PowerPoint, Access, SharePoint, Teams, One Drive, Exchange, & Outlook. Libre Office can be downloaded to each workstation for free, but it only comes with a limited number of apps. The limited number of apps can hinder a company and the company will have to look for additional software programs to handle the daily work. Libre office comes with the following apps: Write, Calc, Impress, Draw, Base, & Math.
4. **Schedule / Payroll Software program**: A schedule program will allow employees a set work schedule or to document any type of overtime for the company to approve. Payroll programs are also needed in this new age because most salaries are paid by a direct deposit into an employee personal bank account. Payroll software also help the accountant keep track of salaries and calculate monthly salaries. Payroll programs will help the employee keep track of paychecks, w-2 forms, sick time, vacation time, and benefits.
5. **Internet / Email program**: In this new age, access to the internet is not only wanted, but needed for daily use and work. Emails are very important because it allows the employees to receive important documentation and stay in contact with each other. The internet programs I would consider would be Google Chrome, Fire fox, and Safari. The email accounts I would consider would be an outlook web or Google mail.
6. **Security Software program**: Security programs are needed to prevent and protect the workstations from any malware, viruses, or hacking. Without security programs, the company’s work and information will be unprotected and many hours of work can be destroyed, infected, or stolen by unwanted intruders. A company can be forced to lose or spend an unknown amount of money if their files are infected, which could cause other companies to stray away from being in business with MilleniAds.
7. **Media Player / Media Editor software:** Media software is needed to play any video footage or to create video footage. Media creation will help employees with Power Points or websites to show potential customers the benefits of purchasing product from MilleniAds. The two software programs I would consider would be Windows Media and VLC media.
8. **Budget / Audit Management / Tax software program**: These programs will be needed for anyone handling the financial aspects of MilleniAds. Budgeting software programs help document and keep track of the business income and expenses to protect the company from overspending. Audit Management software programs reduce the time for an employee to conduct an audit for MilleniAds. An audit can be used to keep track of documents, reports, and data. A tax software program will allow MilleniAds to file the documentation needed for yearly state and federal taxes when registering the company as a S-corp or C-corp.
9. **Inventory Order / Inventory Management software / Customer Management**: These programs allow MilleniAds to keep a documented track records of any product and components for the company. An inventory management software will keep the employee up to date with many of the physical aspects of the company such as: storage space, number of components (ink cartridges), etc. An order software program will help the employees be on the same page with the items needed for the company’s daily work. For example: Sales staff can have a damaged phone or be low on a certain supply. They can input the items needed in the Inventory order software program and update the employee handling the office management (Office administrator). The office administrator can then approve or deny the order for the needed items. The inventory order software will document the additional items purchased and this will also assist the employee handling the finances of the company.
10. **Appointment / Event Software Program**: Appointment and event programs are helpfully to a company because it keeps a calendar record for any important event coming to the business such as: a video conference meeting with Microsoft at 10:00 AM or a local company wanting to have a face-to-face meeting with the CEO at the office. MilleniAds having these situations documented gives up to date knowledge and reminders for the employees.
11. **Video chat software**: I would suggest a video chat software program for employee business meetings and business-to-business conferences. Since MilleniAds has mobile employees, a quality and reliable video chat is needed for the employees to be in contact with each other whether its to share ideas or bring up concerns involving the company at the business meetings. Also, a video chat will assist MilleniAds with having contact with future customers and save the company money from any additional travel expenses for other employees besides the mobile ones.
12. **Cloud storage and sharing software program**: These programs will be needed for the employees to store documents and work for the company. These programs will give the employees access to their own work or their co-workers which will benefit the team and individual work duties. Cloud based system help because it allows the employee to access their work on different workstations instead of only relying and guarding 1 computer or laptop.

Software Suggestions:

* **Office 365 (Reference: #3)**: The reason I chose Office Suite over Libre Office is because of the apps. Yes, MilleniAds will have the pay a fee for each workstation, but the apps take care of multiple software needs for the company. First, Office 365 can create PowerPoints, documents and spreadsheets. These apps are basic needs for anyone using a computer for work or personal needs. With only these apps, Office 365 makes it almost even with Libre Office but slightly behind due to the fee (List # 3). However, the additional apps are what make Office 365 blow Libre Office out of the competition.

With the use of Office 365 outlook and exchange (List # 5 & 10), Outlook allows an employee to have a company email account in order to handle work contacts on a safe and private account. I chose outlook over Gmail because of privacy and security. I have personally seen, through my prior work experience, Gmail accounts being hacked into by unknown hackers. I have also seen guarded outlook accounts prevent multiple number of hackers attempting to enter the business’ email system. With the use of exchange, the company can have control of its private system for its employees’ outlook accounts. Exchange also updates employees’ outlook with events and appointment calendars.

Next, Access app gives the employees the ability to create and manipulate multiple databases. Databases could be used to store information about customers’ contact info, employees’ info, inventory needs, and it could assist with audits (List # 8 & 9).

These are just a few of the software needs handled by just Office 365. The additional needs that Office 365 can handle are #11 (Teams) and #12 (OneDrive & SharePoint). With the cost value of $12.50/per user per month. The application usage outweighs the fee for the use of this program. I show the value to be approximately $125 per month in total.

* The OS program: Windows 10 is not only reliable, but it makes other programs adapt to it. For example: Apple Safari now can be accessed used by Windows 10 because there is approximately 80% of the computer usage population use Windows 10. Windows 10 is user-friendly, reliable, and has frequent updates. Yes, Windows 10 does have a price value of approximately $200 for each workstation; however, certain hardware purchases come with Windows 10 to assist the sale of the certain hardware. For example, Best Buy shows HP laptops and desktops come with Windows 10.
* Media Player: VLC Media is the software program I would recommend. VLC is user-friendly, free open source program, and it allows you to edit videos for free. Windows Media player is a free software, but Windows Media editor software program is not and can cost approximately $75 per workstation. The other reason VLC is my choice is because it can support a lot of different file types unlike Windows Media.
* Graphic Design (Reference #4): Open source software program. The Adobe apps must be individually purchased with each having a monthly fee. With the multiple fees, the price could be over $500 even for 2-3 users at MilleniAds. I would use an open source program such as GIMP and Blender. These two programs are completely free, and they are user-friendly. GIMP allows the creation and manipulation of images. GIMP also can support many different imaging files which helps with my choice.
* Internet: I would go with Google Chrome since it user-friendly, free, and it is reliable with internet browsing.
* Security (Reference #1 & 2): For security, I chose Norton small business software. I chose this software program because it reviews and cost value. My two top choices were Norton and Bitdefender 2019 due to their 5-star reviews and protection plans. The cost value for 1-year subscription with 20 devices for Norton was $48 while Bitdefender was $169.99.
* Schedule / Payroll (Reference #5): The program I would suggest is a program called Deputy. I found it to be an alternative for programs such as Schedule Express and EMACs. These two programs are very reliable and user-friendly. The only problems are regulations with these software programs. Schedule Express is only allowed to be used by public safety officers and EMACS is a payroll program only allowing employees with the county of San Bernardino. Deputy is user-friendly and it has 24/7 contact assistance with this company’s employees. Deputy will allow input of hours and it has direct deposit for your employees. It tracks breaks, sick days, vacation days, and any other manipulation of the schedule. Deputy can allow employees to input their hours and it also has auto-scheduling. It also gives an option to upgrade the system just in case MilleniAds grows past 10 employees. With a cost value of $4 per user/per month. An approximately cost would be around $40 per month in total.

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