***Business Needs***:

**Hardware**:

* Wi-fi Laserjet printer (Scanner, printer, and copier)
* Graphic drawing Tablets
* Laptops
* Smart phones (Might not be needed because it stated the employees were already using their personal phones to conduct business and personal tasks)
* Router and modem
* Paper, business card sheets
* Server
* Mobile Server
* Check and then upgrade any needed internal components of the computer hardware such as (video card, audio card, motherboards, RAM, & CPU)
* Hard drives with the company’s requested TB storage
* Webcams

**Software / Network / Information Security**:

* Graphic Design program
* Accountant software program
* OS software program
* Office software program
* Schedule software program
* Payroll Software program
* Internet/Wi-fi program
* Security Software program
* Media Player software
* Audit Management software
* Event Software Program
* Budget Software program
* Tax software program
* Order Organization software program
* Appointment software
* Video chat software
* Cloud Software
* Inventory software

While going through the scenario, I believe the most important condition was the budget vs upgraded equipment. I wanted to keep the company’s IT budget as far away from the maximum amount as possible. I created a list to show what software and hardware would be needed to improve the company’s progression to its goal. During my research, I saw multiple statements in the scenario that I believe would help with the cost efficiency; statement such as the following: “Many of the employees are millennials themselves who have indicated that their

current desktop PCs are limiting their capabilities and that they prefer using their phones and other mobile devices for their professional and personal responsibilities.” (scenario guidelines). The statement showed me the company already had certain hardware and software prior to my arrival. I would review the hardware and software being used by the employees before deciding to buy any new product. I would then salvage any hardware or software being originally used by the company. After salvaging the equipment, I would upgrade hardware components to improve the quality of the current desktops. I probably would not worry about certain hardware such as: keyboards, mice, monitors, or cases unless they were damaged.

After upgrading the company’s hardware listed above, I would then buy new hardware needed by the company. In this age of technology, a lot of hardware has been created for a single piece of hardware to conduct multiple tasks for example the Wi-fi laser jet printer and smartphones. The printer can not only be used as a printer, but also a scanner and copy machine depending on the model. Since the employees already use their smartphones to conduct daily personal and professional responsivities, I realized the company did not have any policy against the use of personal devices from the employees. I believe this would also help in cost efficiency because the smartphones can handle multiple tasks and it is always in the possession of each employee.

However, I believe one of the most costs will come from the employees traveling to solicit the company’s product to other businesses. These employees will need portal hardware on their travels to complete their tasks. I believe laptops, flash drives, and possibly a mobile server will be needed for these employees. Laptops and flash drives will help the employees by being to show other businesses power points, merchandise and designs. The other major cost would be the server at the main office of the business because it can range between $1000 – 3000 to purchase the server instead of renting it. The hardware for the company would take majority of my budget plan for the company.

Now for the software, I would check bundle software programs for the company such as Office and Adobe. These software have a lot of programs combined and it would take care of most of the company’s needs. Adobe has programs for creating and editing digital imagery; Office has programs for the employees to connected and share files with each other. I would look for as many bundle software programs to keep up the cost efficiency desired by the company.

After checking the bundle programs, then I would look for software programs for a single purpose. Any program, not found in a bundle, from my software list that I listed above, I would check the reviews and product information regardless if the software program was needed to be purchased or free to be used. I believe the software and hardware that I listed in the beginning would benefit the company and handle the company’s task. I believe my techniques in salvaging equipment, bundling software, and using any proficient software enabled by the company prior to my arrival will keep the company below budget.