**Abstract**

We Infuse Technology, a small, growing, consulting firm have outgrown our previous office space and have secured new premises. This move has coincides with a scheduled equipment update and i have been asked to “imagine we’re starting from nothing” and provision all the devices required for their staff and for the office.

**Introduction**

It is clear that our firm have undergone expansion of our previous office space and have secured new premises. With growth in business space there is need for equipment and I have been instructed to imagine the company in its initial startup phase. So, first of all let me breakdown the company structure which involve three chiefs with their respective offices. Modern offices don’t have as many walls as before, and contain open areas with social and work-related purposes. Such office organization is convenient for expanding an office because it allows for re-purposing an area into something else when a need arises. So we already have open plan area for staffs where each members can co-ordinate with each other and maintain a harmonious relationship with each other.

**Inventory requirement**

The list of items required for office and their equipment are listed below :-

1. The device intended for Project manager is a powerful desktop computer with three monitors for her work.
2. The fifteen consultants needs high powered laptop each with extra equipment involving six monitors, laptop docs, mouse and keyboard each for hot spot consultants.
3. The three chiefs also need three high powered laptop each with extra equipment involving three monitors, laptop docs, mouse and keyboard.
4. Two high end macs portable for two graphic designers with two large screens.
5. Sales team with six members will need 6 desktop computers with two monitors each.
6. The two small conference rooms need a reasonably sized wall mounted screen, camera, and audio.
7. The board room needs a large screen on the wall for video conferencing, as well as a camera and audio.

First we have chosen Microsoft 365 business premium package as our software service since nearly all of our laptops and computers are powered by Microsoft Windows 10.

The feature of this package involves Advanced security, Access and data control and

Cyber-Threat protection. Below is the tabulated Microsoft 365 business premium package cost which is as :-

|  |  |  |  |
| --- | --- | --- | --- |
| Product | Supplier & company | price | Annual charges |
| **Microsoft 365 business premium** | **Microsoft** | **22$ per month** | **$250.00** |

Here the necessary items are analyzed and a extensible market research is done before buying products from the market. The items required for office are searched and suitable devices and products are chosen while keeping quality and price in consideration. After extensible market research the suitable product from their respective companies and their prices are listed in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Product | Company | Supplier | Quantity | Price | Expected Cost |
| 1. Desktop computer 2. Laptops 3. Monitors 4. Mouse 5. Laptop Docs 6. Keyboard 7. Wall mounted screen 8. camera 9. Mac | Dell  Lenevo  Dell  Logitech  Dell  Logitech  AOC  Sony  Apple | Dell technologies  Lenevo corporation  Dell technologies  Amazon  Dell technologies  Kogan  Kogan  Teds camera  Apple inc | 7  18  17  9  9  9  3  4  2 | 580$  999$  235$  54$  448$  229$  235$  2345$  3499$ | 4060 $  17982$  425$  486$  4032$  2061$  705$  9380$  6998$ |

Total= 46129$

**Specifications**

After comparison with different products available on the internet with their quality, prices and aspects i have chosen high graded quality products because they are durable and provide efficient and quality services. Although the prices may seem little high at the beginning the services rendered and the product quality will signify the effective cost in long run. The supplier chosen is based on the internet facility, fast delivery and genuine products supplied in the market with warranty and guarantee of every products purchased for one year.

**Conclusion**

The detailed report of software and hardware necessities are outlined above and presented before management section. The expected sum of expenditure is 46,129 dollars which is below company’s expected budget of 50,000 dollars. The remaining budget can be used for purchase of comfortable furniture and cushions for keeping employees health in mind. The products and equipment purchased will provide quality and efficient services which will boost productivity of our organization. With boost in our productivity our services rendered will be satisfactory to the customers which will increase our sales and uplift our revenue. Thus, our scope to grow better and bigger while providing qualitative services is possible.