

Mini Budget Plan

Category	Item	Monthly Cost	Purpose
Software	Zoom Pro Licenses (5)	\$75	For internal meetings and remote troubleshooting sessions
Training	CompTIA ITIL Certification (2 staff)	\$300	Upskill team on IT service management best practices
Hardware	Ergonomic Helpdesk Chairs (3)	\$450	Reduce fatigue and support long shifts for helpdesk technicians
Tools	Jira Service Management	\$150	Ticket management and SLA tracking
Miscellaneous	External Backup Drive (2TB)	\$100	For data security and off-site storage compliance
Total		\$1,075	

This brief budget proposal outlines effective resource management to enhance operational efficiency, team performance, and service quality. The overall estimated monthly budget of \$ 1,075 covers vital areas such as communication, professional development, workplace ergonomics, and IT service management. The five licenses of Zoom Pro will enable smooth in-house meetings and virtual assistants. Investing in the CompTIA ITIL certification for two employees enhances the team's capacity in IT service management (Annam, 2023). The ergonomic helpdesk chairs enhance employee comfort, reducing fatigue during long shifts. Jira Service Management, which provides a centralized location for processing services and tracking tickets, also introduces service-level agreements. Buying a 2TB external backup drive will enhance the security of your data and ensure compliance with off-site storage (Mitra, 2025). The balanced plan goes well with the cost-cutting, resourceful leadership that has long-term value and sustainability.

References

Annam, S. N. (2023). Enhancing IT support for enterprise-scale applications. *International Journal of Enhanced Research in Science, Technology & Engineering*, 12(3), 205.

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Mitra, P. (2025). Strategic Optimization of Data Backup Systems: Balancing Availability, Security and Cost in Financial Organizations.

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