

**TO:** Mr. John Tompson

**FROM:** Nutchaya Phumekham

**DATE:** May 5, 2021

**SUBJECT:** Proposal for hiring additional temporary team member

### **Problem**

The members who work in this project cannot complete all of the tasks including the new requests which require both front-end website development and back-end website development as most of us are expertise only in back-end development. Hiring an additional member who is an expert in front-end website development into our team would ensure that all the work gets done on time.

### **Background**

The workload of the members consists of front-end development, back-end development, database maintenance, and system testing. According to the latest request from our client, there are more than fifty percent of the front-end that needs modification. The request includes the following:

- New logo design
- New bootstrap implementation
- Redesign reservation section
- Zoomable image
- Make navigation bar reappear when scrolled down

The client stated that the deadline cannot be postponed but the budget can be renegotiated. And as this is our first project with this client, we need to impress them with the work quality and still be on time to ensure that the client will still invest in our team for their next projects.

### **Solution**

An additional temporary team member working specifically the front-end part could definitely help us be on time. This person would ease the workload of the others as they are also working on mostly back-end parts at the moment. This person could help with the redesigning and implementation of new bootstrap. As we will be needing the person for 14days, the estimated cost is 8,000 baht.

### **Benefits**

If the work left was shared by an additional member, this project would most definitely be done on time. Consequently, the budget can also be renegotiated to 60,000 from 45,000. Most importantly, our team can win the trust of this client.

**Conclusion**

By adding another team member will be costly, but I believe the benefits far outweigh the financial considerations. I hope you will pursue the hiring of an additional temporary team member.