**TO: John Doe**

**FROM: Kayla Radford**

**SUBJECT: Benefits of Developer Environment Documentation**

**DATE: 16 April 2022**

This memo outlines the benefits and uses of creating internal documentation outlining the setup process for developer environments.

Developers new to the company require direction setting up their local environments; particular assistance is beneficial in obtaining the Salesforce data for use on local servers. Coding for the company site requires both account details and access to pricing information found within the Salesforce database. The following benefits apply to new employee cases:

* Faster setup and quicker employee start times
* Immersion in company systems from day one
* Independant setup that is neither dependant on nor infringes upon senior staff schedules

Long term employees also benefit from internal documentation outlining the setup process for developer environments. Cases requiring long term employees repeat this process include:

* New or reimaged device setup for replacement technology
* Relearning specific environments after a time spent in other languages and environments
* Assisting new employees who require more guidance

Internal documentation outlining the setup process for developer environments benefits both new and long term employees. This increases productivity and reduces active work time lost. If you have any questions or wish to schedule a meeting, please let me know.