

A Proposal

or

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Setting up new computer equipment at
Bell Educational Supplies and Technologies

Submitted to

CEO

BEST

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Today's world, rightly known as the computer age has ~~taken~~ ^{taken} a ~~big~~ huge leap into the field of computer science and information technology. Such developments in these fields have led to various new softwares and electronic devices coming up. To survive and compete in this ~~age~~ age we need to go at par with the technological developments.

The Information Technology (IT) Department of Bell Educational Supplies and Technologies has been lagging behind and has not been able to ~~perform its~~ ^{perform its} function properly. The primary reason of this is ~~is~~ the outdated hardware and software still in use at BEST.

For updating our system the primary requirement is to add seven new personal computers with latest updates from Microsoft Windows 10. This will enable fast computing and speeding processing, producing quicker results.

With Laser technology coming up with user friendly devices, it goes without saying the requirement of Laser Printers at BEST. Laser printers are a one time, long lasting investment. These will reduce time in printing circulars and pamphlets for various projects and things will be more dynamic at BEST.

Word processing software has been outdated on our systems. The latest processing software has an easy graphical user interface which would allow anyone to create or draft important documents and make texts attractive for customers. It would also allow a person with zero knowledge about the software to come up and type a letter. This can broaden the scope of employment for the recruitment team at BEST.

An attractive product attracts customers. This will be achieved by updating our graphics software.

Scanning machines in the office do not work properly which wastes time and reduces the productive output of BEST. Therefore it is important for us to purchase new, updated scanners.

To expand the business we should hire a webpage developer to create our website and fetch customers from the internet portal.

COST ESTIMATION:

- (i) Computers = $6 \times 60,000 = ₹ 3,60,000$
- (ii) Laser Printers = $2 \times 70,000 = ₹ 1,40,000$
- (iii) Software (graphic + word) = ₹ 2,00,000
- (iv) Scanners = $3 \times 60,000 = ₹ 1,80,000$
- (v) Website = ₹ 1,50,000.

Conclusion: The investment seems too large however the profit and outcome looking promising with the furnished and updated BEST.

Reference: BEST, Technical Writing Department.