**Scenario A: Recommend new software for a local organisation.** The local council is setting up Whare tapere o hapori ao whānui, a community initiative to provide resources for Māori global citizenship. They have set up a digital education centre, which will deliver digital literacy courses to local people as well as provide a space with free internet access. Whare tapere o hapori ao whānui will be managed by three people in order to cover technical support, education and management roles. All three will be working on a part time basis but require some way to manage the team in an efficient way. They are looking into using project management software to do this and have consulted your company for a recommendation on the software that would suit them best. • It needs to be able to manage tasks, keep track of who is meant to do what and allow for communication regarding the progress of aspects of their work. • It must be useable to collaborate at least in the office on all three computers, and preferably be accessible from home for each employee. • They would consider paying for a pro version if a case is made for it being much better for them than a free version. The budget will be set according to the recommendations in your report, but keep in mind that this is rate payers’ money being spent so costs must be fully justified.

**Scenario B: Recommend new IT equipment for a local organisation.** Tōhu Mātauraka, a Dunedin organisation that promotes learning in Maori contexts, requires updates to their current information technology solutions and has applied for a grant, which should cover their needs. They want to use better technology than what they currently have, though they have no background knowledge of what might be available to suit their needs. Some are currently using older Windows 7 machines, others paper and post-it notes. They need IT solutions in the following roles: • Outreach: one employee goes to schools and gives presentations. • Marketing and design: one employee manages the organisation’s WordPress site, designs flyers and posters and sends out emails to the mailing list. This employee has an Adobe Creative Cloud subscription for design software. • Admin: one employee manages funds, appointments, events and all administrative tasks for the organisation. The budget isn’t huge, but they want to ensure that what they purchase will last at least five years so that they don’t have to go through this process again for quite a while. You are also aware that the organisation actively promotes the concepts of social, economic and environmental sustainability, and will only use suppliers who do the same.

Minimum requirements:

• Explain the key concepts of your report

• Concepts in the report should support the topic

• Provide enough detail for the reader to make judgements/decisions

• Provide accurate information

• Structure your report in a logical way

• Use proper paragraphs with smooth transitions

• Make sure the report has a sense of beginning and ending

• Edit out filler and/or waffle and avoid unnecessary repetition

• Proof read and correct spelling, punctuation and grammar errors

• Make sure formatting is consistent and tidy

• Meet conventions for technical proposal reports, including correct sections

• Base your ideas on research

• Provide evidence to back up your points

• Cite and reference resources in APA 6th Edition format