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ITCS 3160 Summer 2021
University of North Carolina at Charlotte

Dear Project Manager,

I am the human resources director at Charlotte Pharmaceuticals. Our company employs the best and brightest in sales, marketing, research, finance, and IT to provide our customers with the products they need to live happy, healthy lives.

Originally, our company was a small shop with a small team. We recently experienced massive growth after receiving significantly increased funding from state and federal governments as well as private donors. This means we hired entire new teams of people working on entirely new projects for the company. As a result, our former ways of tracking employees simply is not robust enough.

Currently, my team and I maintain a collection of spreadsheets that stores contact information, gender, position information, and office information for each employee. We also store copies of each employee's performance reviews submitted every 6 months by his/her manager. These spreadsheets and file folders have become unwieldy and I believe a database is needed to ensure that our information remains accurate and becomes easier to manage.

I am writing because our company is interested in hiring you for your services on a custom-built project. If you are willing to take on the project, I would love to sit down with you and discuss the specific needs of our company. In the meantime, I have enclosed an excerpt from one of our employee information spreadsheets and a list of the reports we would like to be able to get out of the new system. Right now all reports are done by hand by members of my team. It would be great if the new system could generate reports automatically, to reduce errors and increase transparency. This will help management conduct business operations much more effectively.

Sincerely,

Franco Harris

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