Communication Assignment

From: Dr. Mills, CIO

To: The Information Technology Services (ITS) Department

Subject: A brief introduction

I am sure you are all aware of the state the University is in. We face a tight budget, a falling reputation, increased unrest and pressure to perform. I am sure that this situation is not something anyone enjoys being in, but I am going to change that.

Our new primary focus will be optimization of resources; the budget is tight, and the number of students is increasing each year. We need to ensure that everyone has the same experience while accessing our network regardless of these changes. The University has decided to increase the use of technology as a learning resource, which means we must diligently work to develop and support the educational needs of the students too. Finally, we need to expand and scale up our resources to accommodate some degree of educational data mining.

Honestly, it is a lot of work, but it is not something we cannot do if we work together in harmony. I believe we can all work together as a family and meet our goals. I look forward to working with each of you closely. Feedback and constructive criticism are welcome and appreciated.