Monday, January 31, 2011

David P. Daugherty
Carpe Aurum Venture Capital
801 East Main Street
Radford, Virginia 24212

Dear Mr. David P. Daugherty:

RE: Project Bids & Proposal

In your recent memorandum, dated January 29, 2011, *RE: RFP Announcement*, you have requested the following qualifying information to be delivered by 11:00 PM on January 31, 2011:

- 1.1. Your complete company name
- 1.2. Employees who will be assigned to the project by their roles
- 1.3. Roles for each phase will include at a minimum
    - 1.3.1. Project manager- a single point of contact for the phase
    - 1.3.2. Technical Lead- your internal technical expert for the phase
    - 1.3.3. Quality Assurance- checks, circulates, releases work products
    - 1.3.4. Documentarian- control and archiving of internal work products
- 1.4. Statement of team norms for how you will
    - 1.4.1. communicate internally
    - 1.4.2. make decisions
    - 1.4.3. obtain consensus
    - 1.4.4. report effort and progress
- 1.5. Ranked project preferences for all projects (and any discounts on offer)
    - 1.5.1. Coverage Calculator
    - 1.5.2. Cooking to Goal
    - 1.5.3. Personal Lifetime Walker

For our group project, we have collectively decided that the name of our software development company for the course is **Custom Fit Coding, LLC**. *[Domain 1.1]*

For the minimum enrollment specified in the same memo document, our initial and current group enrollment consists of these members: *[Domain 1.2, 1.3]*

Project Leader: David Ball *[Domain 1.2, 1.3, 1.3.1]*
Technical Lead: Drew Salyer *[Domain 1.2, 1.3, 1.3.2]*
Quality Assurance: Ryan Spoon *[Domain 1.2, 1.3, 1.3.3]*
Documentarian: Stephanie Kinsella *[Domain 1.2, 1.3, 1.3.4]*
Functional Analyst: Steven Totten *[Domain 1.2, 1.3]*

Be advised that these member roles may change throughout the course of our work with your company and as the project progresses new roles will be assigned on an ongoing basis. I assure you that we are all committed to the success of our work and we will work diligently to cater to your system needs. Be sure to let me know if you have any concerns and I will properly address the team. I personally look forward to working with you in some of the upcoming projects you have laid out in the memo and the team has also expressed its excitement as well. This really is a great opportunity for both of us to benefit from each other's strengths, and I am glad you have contacted us regarding these opportunities.

Our team will be communicating internally throughout the course of the project and ITEC 370 course using a combination of technologies. First, we all have a copy of each other's phone and email contact information. This document is published privately in Google Documents and shared with the group as a whole. We have a send-to-all address that acts as a message board and works via email and web-based interfaces; this service is provided by Google Groups. There is a public facing address that forwards email to the project leader. Looking into the future, we'll be using a code revision system to track code changes so that we can all work together on the same project instead of bits and pieces of a program; one choice is a Google Code repository. Through Google Documents, we can engage in context-sensitive chat alongside a document revision system that tracks changes and associates them with each user. In addition to these primary channels of communication, we also will make use of the Adobe Connect/Breeze workspace group collaboration tool that lets us discuss very important topics as a group, share files, whiteboards, and much more, instantly, and brainstorm together to devise strategies. All of this efficiency is just a small part of our commitment to ensuring that your customer experience is simple, streamlined, and most important of all other things, right the first time. *[Domain 1.4, 1.4.1]*

Whenever our team has an issue, unless it involves another team member, it will be discussed with the team as a whole. If there is any concern at all, it will be raised in the discussion board through the Google Groups mail portal service. We work together here at Custom Fit Coding to solve our problems. In the event of a discussion regarding a certain document in Google Documents, the preferred forum should be the chat system integrated into the editor. If this is not achievable for any reason, any team member can raise an issue at any time by simply sending an email to the group's send-to-all address. Although we have a hierarchy and the project leader has the final say, the majority of our decisions will be made in a democratic way. All team members will have the opportunity to voice their opinion on key aspects of the project. Our teamwork and commitment to our clients is why we were recently ranked four stars by the Association of Young Entrepreneurs. We know when to act and when to ask questions, and if there is ever any question, we are sure to ask our fellow member for help. Together we accomplish our unified goals. *[Domain 1.4, 1.4.1, 1.4.2, 1.4.3, 1.4.4]*

Regarding your final request about our project preferences, we have carefully considered the options, and the consensus of the team is that our first preference is the *Cooking to Goal* project. We have carefully crafted our strategy as we have factored our competitor's goals in this decision. Our secondary choice of the *Coverage Calculator* will come in at a 2% bonus rate; and our tertiary choice of *Personal Lifetime Walker* will come in at a 3% bonus rate. *[Domain 1.5, 1.5.1, 1.5.2, 1.5.3]*

Thank you for your interest in our company, and we will all look forward to doing business with you very soon.

Sincerely,

David A.Ball

David A. Ball
Project Leader
Custom Fit Coding, LLC

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