**Project Proposal: [Newnham Marketing Internal IT Enhancement and Refinement]**

**Project Team: [**CPR101NFF, Group No. 14**]**

**Current State of Business Operations**   
The Newnham Marketing, Inc. It is a well-established company of 61 employees with consistent long term customers. The company has been lately facing issues technically as the customer's flood in for their exceptional service. Firstly, desktops used in their business operations have windows 7 OS, which is no longer compatible enough to perform efficiently and raises security concerns. Earlier with 7 desktops, they used Microsoft Workgroups to search for files and records, but as the number of desktops has increased with the number of employees, it has become time-consuming. Resultingly, the most crucial processes back up and data management have grown tiresome to perform. The attempt to address the issues by upgrading the existing networking infrastructure was not successful enough, and it did not have desirable result for performance, effectiveness or efficiency.

**Business Goals and Benefits Sought**

One of main objectives is to increase productivity of employees by decreasing time consumed for searches, data managements and back ups. This aim can be carried out by deploying new PCs with current OS and transforming peer-to-peer connection to local server. Guarantee to prevent potential security issues is another important objective, and current OS will be uploaded to PCs to accomplish the goal. Making sure all the computer can install Windows 10 by doing so, we might have to upgrade the hardware, everyone will have new PC computer hardware, keyboard, mouse, and a large screen to support the multiple applications employees use. For the data transferring, we will make sure all the data that transfer to the new computer will compatible to the new software system.

**Statement of Scope**

The core motivation of the project is to upgrade the Newnham Marketing Inc.’s technical infrastructure to meet the ends in the increasing market along with performing all the process without any glitch.

* Update their systems to windows 10 OS for more efficiency
* Enabling a local server network for effficient transfer of files and records
* Migrate all user data and set backup of files with old versions
* PowerShell scripting to aid in those tasks
* HDDs to be securely wiped of data ([this is why](https://www.itworldcanada.com/article/data-on-hundreds-of-thousands-of-canadians-left-on-bankrupt-retailers-hard-drives-for-sale/409226)) and [disposed](https://www.delltechnologies.com/en-ca/services/deployment-services/asset-resale-recycling.htm) of [responsibly](https://www.rebootcanada.ca/) some time after data migration and server backup.
* Agree with IBM, which acts as an ISP (Internet Service Provider)
* Host business applications on existing peer-to-peer PCs
* Provide files for employee office files
* Provide an interface to IBM services
* Replace an existing PC with a new one using a current operating system

**Monitoring and Controlling**

Monitoring and evaluating accomplished tasks are vital to the project's development. For this purpose, meetings are being held checking tasks needed to be done, allocating needed time within the time frame, ensuring project development is within the allowed budget and satisfying the overall project scope. Since there are budget and time limits, understand the methods of the project, and make up for the problems of the project accordingly. Using the WBS, the budget and the list was calculated made and distributed by dividing the scope of project into some major categories. Our aim is to carry out the project within the time frame launching October 1,2020 ending November 2, 2020.We have three main stages. The process of task fulfillment will be tracked, and necessary comments will be made on daily basis depending on WBS list.

**Project Stages and Milestones**

|  |  |  |
| --- | --- | --- |
|  | Description of Work  [relates to a major portion of Scope] | Start and end dates |
| Stage 1 | Meetings with clients, signing agreements, dealing with product prices and purchasing products. Also discussing budget and more meetings and service developments. | October1 ,2020 – October 9,2020 |
| Stage b | The new Windows 10 will be installed and the customer records and data should be transferred to central server and remove from the old desktops Workgroups to delete redundant data.  Then securely remove the data from the old computers and employee’s personal data files that were not shared in workgroups from windows 10 computers to windows 7 computers and Installations, services and meetings | October10 ,2020-October 16,2020 |
| Stage c | On the new system set up the server file system to backup the important corporate data daily and securely. Security check ups and adjustments | October 17,2020-October 22,2020 |
| Stage d | Testing and fixing minor and major issues and closing the project | October 23,2020- November2,2020 |

**Project Budget Summary**

|  |  |  |
| --- | --- | --- |
|  | Description of Work | Anticipated Costs |
| Stage One | Hardware Budget  - The purchase of a local server  - All employees  - New Windows PCs | $120,000.00 |
| Stage Two | Service Budget  - Configuration of the server  - Distribution of the new PCs | $30,000.00 |
|  | **Total** | **$ 150,000.00** |

**Budgets**

|  |  |
| --- | --- |
| Budget Parts | Cost |
| Hardware | $83,886.45 |
| Service | $25,704 |
| Total | **$109,590.45** |

**Key Stakeholders**

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| --- | --- |
| Client | Newnham Marketing Inc. |
| Sponsor | Aliakbar Baharikhoob |
| Team Members | Tahsin Rahman, Mohammad Amaan, Prashanthi Jaddidi |