

Recommendations For Purchase of Computers For the Secretarial Staff

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Comment [PD1]: nice! but be sure D.
Boss has a sense of humour!

I. Executive Summary

As the secretarial computers and software must be replaced, it is recommended that 10 new Apple Mac Mini computers be purchased. These computers are well built, come with excellent vendor support and are a cost-effective way to upgrade. The total cost of this solution is \$9629 – including all of the necessary software and upgrades.

II. The Problem

As the secretarial computers and software are now outdated, it has become necessary to replace them. A total of ten new computers plus updated software need to be purchased. In addition, technical support solutions must be considered.

Comment [PD2]: very nice organization, concise summary. In this case I don't think you need both sections though.

III. Proposed Solution

The primary goal in replacing the secretarial computers is to find a system that is both cost-effective and will have the longest life. Choosing a reliable vendor known for both service and quality will go a long way towards satisfying these objectives. A number of vendors including Dell, Hewlett-Packard, IBM, Compaq and Apple were examined. After careful examination of each manufacturer, it appears that Apple offers the highest quality and best vendor support for our price range.

Comment [PD3]: long-lasting

The new Apple Mac Mini computer is a robust and reliable system with the smallest form factor of a fully featured personal computer. After speaking with the secretarial staff, many of them suggested that they would prefer to have a smaller computer that did not take up as much space, or a laptop. Laptops are still outside of our price range, but the Mac Mini – which is slightly bigger than a CD cover- offers an excellent compromise. Furthermore, the current monitors, keyboards and mice that the secretaries currently have can be used with the Mac Minis. Also, the campus computer store is a licensed Apple repair store meaning there will be a fast turnaround time if a computer needs to be repaired. Finally, having the same computer for all of the secretaries simplifies the maintenance of the systems.

Comment [PD4]: I'm never sure if the use of dashes is better or worse than the use of commas in parenthetical phrases.

Comment [PD5]: insert comma - Strunk and White!!

Comment [PD6]: another comma here - have can is not good

Comment [PD7]: insert comma - suggest omit Also. suggest '...repair store, ensuring a fast ...'

The major software application that will need to be purchased is Microsoft Office for MacOS X. In addition, an extra 512 MB of Ram will need to be purchased with each of the computers. With the new Mac Minis, the secretaries' computers will be up to date for at the next five years.

Comment [PD8]: ..will be required for all ...

Comment [PD9]: ???

IV. Budget

Item	Qty	Price/Unit	Price
Mac Mini 1.25 GHz	10	\$599	\$5999
Mac Mini Extended Warranty	10	\$125	\$1250
MS Office for Mac OS X	10	\$149	\$1490
512MB Ram	10	\$89	\$890
Total			\$9629

IV. Conclusions

By purchasing Apple's Mac Mini computers for our secretaries, we will ensure that their computer system will remain up to date for the next five years. The computers are cost effective, are of high build quality and come with excellent support. Including the costs of software licenses, upgrades and the extended warranties required, the total cost of the upgrade is \$9629 plus applicable taxes.

Comment [PD10]: comma (sigh!)

Comment [PD11]: comma (sigh!)

IV. Appendix

Comment [PD12]: usually appendices do not use the same numbering system as the sections

The Mac Mini Specifications

1.25GHz PowerPC G4
256MB DDR333 SDRAM
ATI Radeon 9200 with 32MB DDR video memory
40GB Ultra ATA hard drive
Combo drive
DVI or VGA video output
AirPort Extreme and Bluetooth optional

For more information, visit www.apple.ca.

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

COMMENT: Excellent report, Krister. Well organized, well written, concise, and elegant. However, be more liberal with commas!

Tony