

Business Technology Needs

Directions:

Working in groups of three or four, you will identify workplace technology needs and requirements of an organization and develop a proposal for how workplace technology should be used by the business.

1. As a group, choose one of the businesses or organizations listed below. Invent additional details you will need to make decisions regarding technology needs.
2. Identify all of the technology which would be useful for the organization. Determine equipment, supplies and networks needed and identify issues involved in designing and developing systems for the business environment.
3. Research general pricing for all proposed technology components based on business size and needs.
4. Finally, using online word processing, spreadsheet and presentation technologies, create the following:
 - A formal written proposal
 - A spreadsheet with pricing options
 - A slide presentation to accompany the proposal

Businesses/Organizations:

- Non-profit community food bank with six employees and multiple volunteers; employees include one director for each of the following: logistics, donor communications, resource distribution, community relations and compliance, as well as an office manager
- Non-profit dog shelter with 10 employees and multiple volunteers; employees include an operations manager, a director of communications, four animal control officers, three veterinarians and an office manager
- Accounting firm with four accountants, each with multiple clients, plus two administrative personnel
- Marketing firm with 24 employees at various levels; employees include two marketing managers, six campaign coordinators, four market researchers, four graphic designers, four copywriters, three social media specialists, two administrative personnel and an officer manager.
- Retail boutique with 12 employees; employees include a general manager, a sales manager, a logistics manager, a merchandising manager, six sales associates and two logistics associates