Site Wiki Proposal

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EXECUTIVE SUMMARY

Objective

The overall objective of this proposal is to show how improving our current site Wiki will result in furthering the knowledge and advancement of our employees. While the current iteration of the Wiki site is beneficial, it is largely out of date and needs improvement. The objective of this proposal to show you how it can be improved while being cost effective.

Goals

The goal is to improve our current site Wiki so that it is easy to research and learn the individual topic we deal with each day at work. Being able to create a cohesive and up to date database that will allow our employees to research our internal topics with ease will result in better comprehension of the folders as a whole. Over time this will decrease the case numbers within the folders. With the decrease numbers in the base folders we should see a decrease in the supervisors folders as well.

Solution

By creating a team of three or more dedicated workers to work and build a new Wiki for the site. Those three individuals will be able to expand and streamline the Wiki itself allowing for better retention of the employees. This will allow for greater cohesion between departments as well as folders. The choice of a small team is also pivotal as a large team will result in too many variables. The workers who are chosen to work on this project must have extensive macro knowledge, as well as internal systems experience.

Project Outline

The project in total should take a team about seven months. While this is not ideal, the resulting close-knit database will out way the cost of a false information reaching the customer. The points below show the outline of the project.

- Finding three workers with adequate knowledge to help build the Wiki.
- Shutting down the old Wiki while the new one is being built to decrease faulty information from being spread.
- Letting the workers focus on priority departments such as billing and legal.
- Bring in department heads to seek their opinion of the current progress of the wiki.
- Allow for adjustment and improvement upon their suggestions.
- Finalize the data base and begin the process of allowing editing permissions for certain staff.
- Aquire a server for host and the domain for the Wiki.
- Reveal the new and improved Wiki to the team. Train accordingly.

BUDGET

Overall cost of the proposal.

The numbers below include the overall cost of the proposal per month. The amount of employees the project would require to achieve the goal of the proposal. Their average salary cost and the amount it would take to host the site on a server. The project should take approximately 7 months.

Description	Quantity	Monthly Price	Cost
Employees assigned to the task.	3	$3,000	$9,000
Server and hosting cost.	1	$190	$190
Total			**$9,190**