

PADMA IT SOLUTIONS

IT PROJECT PROPOSAL



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1.0 EXECUTIVE SUMMARY

PADMA IT SOLUTIONS offers information technology (IT) solutions to small, medium, and large businesses in the Bangladesh. Choosing our company as your IT solutions will help you a lot. We are committed to providing solutions that will help you perform your business operations efficiently. This is our duty to maintain your software that works properly .Our staffs really work hard to make everything up to date in time .We maintain software ,we make software , we can develop websites , we make websites for the clients. Our company has a great reputation regarding the website making and web development .We also maintain our software properly .There are more than 200+ medium and large companies in Bangladesh who are taking our software for their work. Their review is really good because we provide our works at any time of the day or night ,we have also a emergency helpline where clients can call anytime during the day and we are committed to sought out their problem within 2 to 3 hours.

1.1 PROBLEMS FACED BY THE COMPANY AND SOLUTIONS

We didn't grow up our business in overnight ,we were a very little company in the town of Rajshahi, Bangladesh with one room in the new market area , we faced problems like money ,at first nobody really believed on us that we can do it solutions and make software according to the clients need , ino one really wanted to give us sponsorship. So, money was a huge matter for us then we managed somehow with the money of our family and friends . Alhamdulillah that our company is now going really well as it have a great percentage of profit after giving the salary to the very single staffs. Privacy and security was a great concern of us as we just started our

business with 4 friends .With increasing time ,our company covered more than 50 companies work,we were really afraid that if we cant maintain their data security , we will be in big problem .But our stuffs really work hard to make this possible to secure data up to date .

1.2 OUR OBJECTIVES

- To maintain data security and privacy is our top priority.
- 24 hours helpline active and work properly with the clients is our main duty.
- Web development and software have to work properly according to the clients' need.
- Our benefit is not only motive, we also consider the clients or customer's side .
- Maintenance and update of our software according to the solutions and clients need is also a priority for us.

2.0 PROJCT BACKGROUND

Every successful company has its own project background. It is a formal document containing a common description of what is expected to be done, what prerequisites for the projects are, and how to produce the expected amount of work. A project background needs to be set in order to set further goal and implementation.

When we will start to develop the background document for a project initiative, we need to maintain and follow some steps-

1. First of all, primary focus.
2. List of prerequisites and key reason for launch.
3. How to perform the project- a group discussion.
4. A clear discussion of the desire outcome.

A project manager usually does the duty to plan the project background. In this process one's have to consider the information to create a comprehensive background.

There are a lot of reasons to initiate an IT company. Such as:

- In a IT sectors timing is not a very big deal so everyone can get flexibility.

- We can create our own environment.
- Pursue our passion.
- Meet new people.
- Develop new software.
- Create jobs.
- Help people.
- Create software and maintain.
- Financial independence.
- New challenges every day.
- Connect with clients.
- Improve the industry.
- Learn new skills.
- Work from anywhere.
- Get recognize.
- Inspire others.
- Have more job stability.
- Reach and fulfil the dreams.
- Change the world.
- Help client on the field of cyber security.

Into a project background a manager also has to make ideas to face with the problems and how to deal with it. Investors will be attracted by study once the project and background. By getting investors we will eventually make and get big and good projects. The price of our company's share will increase within a short time. We have to create new ideas and be innovative to get more project and client. After implement this "PADMA IT SOLUTIONS" successfully we will need to do many things to maintain and run the company. Sometimes we may face difficulties then we have to share it with other companies to get help and sometimes we need to make camp to update our employers. We will handle every task of IT related project. We have to keep in mind that we will only get reputation by only satisfying the client's demand. To create an overview of a project activities and goal the background of a project is so important. To successful planning and management, one's must have to create a good project background.

3.0 OBJECTIVES OF THE PROJECT

With this project, we mean to accomplish the following:

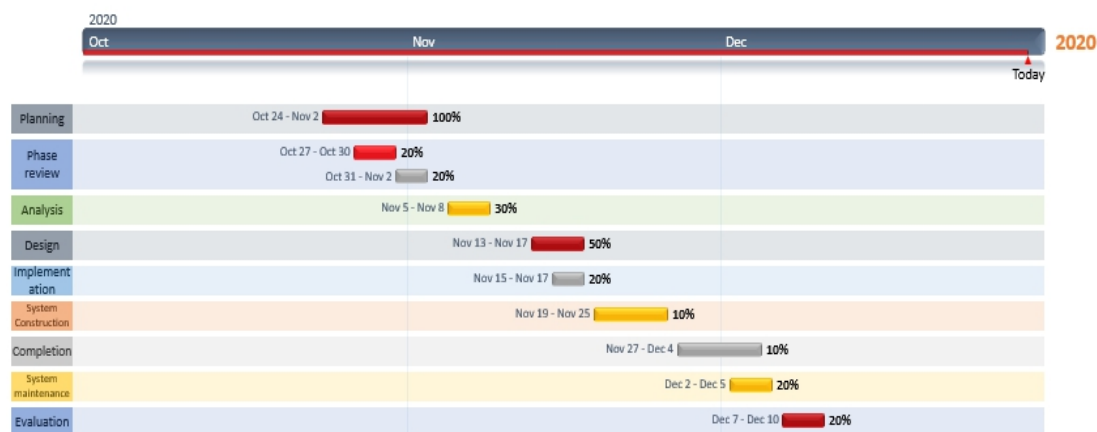
- I. Update and maintain the software.
- II. Develop and convey the data automation system by June 20, 2021.
- III. Guarantee the viability and security of the data automation system all through the project period.

4.0 TEAM MEMBERS

- Mohamed Yasser [Hardware Technician]
- Samiul Hasan [Network Administrator]
- Omar Taha [IT Project Manager]
- Sirajum Muneer [Systems Engineering Manager]
- Mahi Anan [IT Director]
- Hasin Araf [Computer Network Architect]
- Fariha Tabassum [Network Engineer]
- Tawfikuzzaman [Software Engineer]
- Fariduzzaman [Web Administrator]

5.0 DETAILS OF PROPOSED ACTIVITIES/SOLUTIONS

Our project offers serves for businesses with IT issues, we create an IT strategy that works together with their business strategy. The company comes up with plans and intelligent solutions to address the current and future business needs. Its aimed to boost and improve the productivity ,outcomes and efficiency, that results in better, more satisfied clients and increase earnings for the business.



6.0 EXPECTED DELIVERABLES

A product is referring to good, service, platform, application, system etc. In the PADMA IT SOLUTIONS company, we will create application and software, we will give technology support, online support and after sale maintaining support. Our clients and customers will almost everyone but we will try to focus on telecommunication companies and some foreign companies. Besides that we will also work for our country. We will create product, maintain it and will support by solving problems and providing benefits to specific customers and business needs. By doing all these things in a project we will get a lot of money depending on the product size and complexity.

7.0 EXPECTED IMPACTS

The importance of the IT department for enterprises work:

- Provide the effort exerted in the scheduling and organization process, the operations of the financial side of the institution and the regulatory side, and the routine operations necessary to complete the internal and external transactions of the institution.
- Allow more time for managers to organize the strategies followed in order for the organization to progress and the competitive process to enter the labor market forcefully, in order to improve the financial return for the organization as a whole.
- To professionally manage the institution by carrying out various administrative tasks, and to contribute to facilitating the process of monitoring and auditing all the institution's systems.
- Connecting the various administrative systems in the organization, which contributes to facilitating the process of exchanging information and services without exerting any effort or high cost, thus helping to speed up the performance of job tasks at the lowest costs.
- Improving job efficiency in the performance of managers by enabling them to follow up the work in all departments in their own offices without the need to actually monitor themselves for the efficiency of the employees of the organization, allowing them to know all the details of work and work to solve problems effectively.
- Eliminate administrative corruption by organizing all the existing processes in the institution and including them in a system that works with high efficiency, and thus everything that happens in the institution is under supervision, which limits the opportunity for administrative corruption.

Reflection of the use of the IT department on quality and efficiency:

- Developing strategies and methods used to achieve the goals of the organization and reach the best expected and required results and thus raising the level of quality, and this is done by providing the Department of

Information Systems comprehensive reports with all the details of the company, and evaluating them in terms of the effectiveness of the strategies followed and developing their deficiencies, and this greatly contributes to containing the deficit In the management system and then working on developing it effectively, which is in the interest of the organization as a whole and increases the efficiency and quality of work and its employees.

- Improving the production process through permanent supervision of all employees in the institution's departments and various fields, as the Information Systems Department provides managers with the opportunity to continuously supervise workers and work, what has been accomplished and what needs to be developed and rescheduled, and this is done to achieve the best possible results and with the least losses.
- Raising the efficiency of workers by organizing training courses and identifying factors of labor shortage, working to bridge the gaps in work and management systems, training them to use modern technology, and enlightening them about modern information programs that contribute significantly to raising efficiency, thus providing a product of high quality to internal markets And the training of workers on the use of modern technology and information systems ensures the success of the institution's sweep of the country's foreign markets, knowing the needs of consumers and working to fill them and achieve their demands in line with the objectives of the institution.

8.0 RISKS

The process of assessing or managing the risks of information systems consists in identifying the tangible and intangible assets of the company that may be exposed to any direct and indirect threat, and determining the risks that the properties of companies that are denied access to more harm than others, in addition to determining the level of impact that May risks or threats cause it; Whereas, there are two directions for assessing the impact of the risks that the information or data of

institutions or organizations may be exposed to, and they are "quantitative, qualitative".

The sources of threats to corporate data are divided into “internal threats, external threats”, and the first is the threats that come from within the company; Through its employees who see its activities and work as part of its information systems, and use it to achieve certain interests, and if an unauthorized employee knows the password of one of the information systems and then enters the system, then the organization may be exposed to a threat and the information will be leaked for certain purposes and objectives.

And the second type of threats come from outside the company, and its danger lies in the difficulty of knowing the identity of the hacker, and his goals behind this penetration, and these threats are in software that may include deleting the program or stealing data, or even hitting programs and devices with viruses.

9.0 BUDGET

IT budget is the measure of cash spent on an organization's information technology(IT) systems and administrations, including remuneration for IT experts and costs identified with the development and upkeep of big business wide systems and administrations. PADMA IT SOLUTIONS always records present and previous year budget to know the progress of business. The company cites three implications in information technology research. They are-

- *Run budget* things keep our company working.
- *Grow budget* things assist the company with presenting abilities or promote existing ones.
- *Transform budget* things are innovative work type exercises.

IT budget spending ratios :

| IT BUDGET | Entity A | Entity B | Entity C | Our Org? |
|-----------|----------|----------|----------|----------|
| Run | 80% | 60% | 50% | ? |
| Grow | 20% | 30% | 30% | ? |
| Transform | 0% | 10% | 20% | ? |

From the ratio, Entity A (a late innovation adopter) is an association where IT doesn't assume a basic job. About 80% of the IT financial plan is utilized for "keeping the lights on" and just 20% is spent assisting with growing the company. Then again, Entity B (standard adopter) and Entity C (early adopter) spend simply half to 60% of the IT financial plan on Run things and dedicate a robust 30% to grow the IT capacities. The critical contrast between these two associations is that Entity C gives twice as quite a bit of its IT spending to Transform activities as Entity B does. While this probably won't seem like a lot, spending more than our opposition to sort out some way to use innovation can give a tremendous upper hand.

Grow, Run, Transform analysis(\$):

| IT budget Component | 2017 | | 2018 | | 2019 | | 2020 | | Average of previous years | |
|---------------------|---------|-----|--------|-----|--------|-----|---------|-----|---------------------------|-----|
| Run | 72,238 | 61% | 54,992 | 62% | 58,139 | 62% | 65,431 | 84% | 62,700 | 67% |
| Develop | 46,115 | 39% | 25,400 | 28% | 26,223 | 28% | 16,962 | 17% | 28,675 | 28% |
| Transform | 0 | 0% | 9,000 | 10% | 10,000 | 11% | 30,000 | 30% | 9,750 | 12% |
| Total IT budget | 118,353 | | 89,392 | | 94,362 | | 112,393 | | 103,625 | |

IT budget reverse analysis(\$):

| Year | Projected spending | Budget | Reverse at End of Year |
|------|--------------------|---------|------------------------|
| 2017 | 118,353 | 115,500 | 2,853 |
| 2018 | 89,392 | 90,000 | 0 |
| 2019 | 94,362 | 90,00 | 4,362 |
| 2020 | 112,393 | 115,200 | 0 |

10.0 SUMMARY

PADMA IT SOLUTIONS is an expression and name of a business and a business territory that focuses on utilizing information technology to take care of business issues. Information Technology (IT) is a great deal of things that all in all

include the association, codification, introduction, and the executives of information for tries that require it, particularly when the quantity of information is exceptionally enormous as in data sets that keep millions or billions of free components of information.

We offer broadness and profundity. Consolidating our solution areas gives you admittance to inventive methodologies, present day innovation, a worldwide inventory network and oversight uphold administrations — all with one vital accomplice.

We've caused a portion of the world's best organizations separate their administrations, change IT, advance work environments and smooth out item conveyance. Regardless of whether you're searching for direction on a huge change or have a particular need that falls under our provided solution areas, we're ready to help.