PROGRESS REPORT

Audience for this report

The intended audiences of this formal report are Robert Boudreau, Director, Human Resources Information Systems and Kailey Patton, Administrator, Office Management and Exec Support for the Human Resources (HR) department at the University of British Columbia (UBC). The feasibility report will be provided to Robert for review and approval of the proposed solution. Kailey will review and approve the total cost of the proposed solution.

Purpose of this report

This formal report aims to examine an alternative solution to the existing workstation setup, with a focus on the cost of hardware replacements. The report will compare the cost of replacing existing virtual desktop infrastructure (VDI) thin clients with newer VDI thin clients versus local desktop computers.

Significance of this report

This formal report serves as a supporting document for the intended audiences to make an informed decision on workstation hardware upgrades. The final decision will not only impact the department's budget but also set the workstation hardware arrangement for the next five or even ten years.

Research plan

- Define purpose and scope
  - Meet with Robert to discuss the purpose of this research
- Primary data sources
  - Identify primary data sources by obtaining a list of all Human Resources staff's name, email, work unit, business title, and work location.
  - Compose survey questionnaires.
  - Send questionnaires to identified HR staff.
  - Contact UBC IT (Information Technology department) for pricing of VDI thin client, VDI software, and desktop computer.
- Secondary data sources
  - Research on the Internet for pros and cons of using VDI versus local desktop computer.
  - Search for hardware specifications of the VDI thin client and desktop computer offered and supported by UBC IT. Include image of the hardware.
  - Research on the Internet for pricing of same or similar VDI thin client and desktop computer offered and supported by UBC IT.
- Collect and analyze survey results
  - Collect survey results from HR staff
  - Analyze survey data for current usage of VDI and desktop computer
  - Compare the pricing of VDI thin client versus desktop computer
  - Compare the cost of implementing VDI versus local desktop computer

Writing schedule

- Nov 16 – Submit draft survey questionnaires and progress report.
- Nov 18 – Submit a ticket to UBC IT Desktop Services for current pricing of VDI thin client, VDI software, and recommended desktop computer.
- Nov 19 – Send an email with survey questionnaires to HR staff.
- Nov 23 – Analyze and compare collected findings from the Internet.
- Nov 25 – Send a reminder email to HR staff regarding the survey questionnaire and submission deadline.
- Nov 27 – Collect and analyze survey results
- Dec 1 – Using previously submitted formal report outline as a guideline and start drafting the formal report
- Dec 4 – Submit draft formal report
- Dec 10 – Submit peer review of teammate's draft formal report
- Dec 14 – Review feedback and suggestions from teammate's peer review of the draft formal report and edit the report based on suggested recommendations.
- Dec 19 – Submit complete formal report