

Computer Architecture & Systems – Research Assignment 2006 *Assignment Requirements List*

Assignment Weighting: 60%

Lantry, Williams & Cole Solicitors have surveyed their staff, as well as consulting amongst themselves about their IT requirements. Firstly they established the nature of the computer to be provided for each staff member.

The computers listing is as follows:

- | | |
|--------------------------|---------------------|
| • 3 partners | 1 laptop each |
| • 4 other solicitors | 1 laptop each |
| • 2 administrative staff | 1 mid-range PC each |
| • 5 secretarial staff | 1 standard PC each |

Furthermore they came up with this list of functional requirements that they feel would have to be met. They do not consider it exhaustive and understand that other features they have left out may be desirable or necessary. The list is *not* ordered.

- Networked computer system
- Centralised file (folder) storage
- Personal as well as shared folders
- Internal as well as external email facilities
- Printing facilities
- Scanning facilities
- Photographic facilities
- Secure logon to network
- Ability for partners to take files (folders) to court on laptops
- Ability for partners to return *updated* files (folders) to office

For ease of use it is hoped that when partners return to the office from court that they will not need to plug onto the network; it is also envisaged that they will be able to move their laptops from office to office without this same hindrance.

Secretarial and Administrative computers are not mobile.

There is no preference for application suites or operating systems as this is a fresh start environment. However, it has been specified by the senior partner that he “can't see the point spending as much on software as hardware; that's doubling the budget in anyone's calculations and we are **not** made of money! I want value not gadgets.” He was speaking at a meeting where the computerisation was being discussed and budgeted for.

The partners feel that, without good reason (and that reason explained to them), that a budget of €20,000 should be more than sufficient.

One other target of the project is that all inbound letters and documentation be digitised. While no thought has been given to how these paper copies should also be stored, some consideration is being given to overall system backup and suggestions are required.