



F.A.R.B. Software Development LTD.
2645 West Freedom Lane
Watertown, Wisconsin 53094

To: Internal Support Team
From: President

The FARB software company is planning a move into the new building. I am expecting the Internal Support team to develop the network infrastructure plan. This will include, but is not limited to;

1. Recommendations of network equipment
2. Recommendations on network cabling
3. Any construction requirements
4. Network equipment locations
5. A wiring plan including:
 - a. A horizontal and vertical logical layout
 - b. A horizontal and vertical physical cabling layout
 - c. A cabling plan for the server room
 - d. Layouts of all MDFs and IDFs
 - e. Work area cable outlet identification plan
6. Security and fire prevention recommendations for server room, MDF and IDFs
7. Electrical protection for equipment
8. An IP addressing scheme for all devices on the network
9. A cost projection for the implementation of the network, including:
 - a. Equipment purchase costs
 - b. Cabling and testing costs
 - c. Equipment installation costs
 - d. Training and support costs
10. A timeline for the implementation of the network.

Please remember that the company is growing and that we should plan for expansion now. We are projecting sales going up by 35% in the next three years and an increase in the software applications offered of 60%. The company will be hiring new employees as the needs require.

I know that your team will perform an exceptional job in designing the network layout and planning the installation. All documentation will be provided in the attached documents.

Thank you,
Cheryl Farb
President
FARB Software Development LTD.