Internal Memo

To: IT Department
From: CEO
Re: Corporate Merger

Hello Team.

After weeks of preparation we are finally prepared to consider implementation of our new network and systems. However, before we proceed, we must prepare a project proposal to present to the board of directors for approval.

Because our company has never prepared a project proposal, it may be necessary to search for an appropriate template on the Internet. I know I do not need to remind you about our company policy on plagiarism. We certainly can’t afford to be sued by someone for stealing their work so please make sure that all of your work is original and only use the template as a guide for proper format and content.

Please make sure you explain the term “information systems planning” and explain why we are initiating this project. Then explain the benefits and disadvantages of several development life cycles (prototyping, RAD, end-user systems development). Finally explain which methodology you recommend and why.

Please have this ready by Tuesday for presentation to the board at Wednesday’s meeting.

Submit your completed Assignment to the Unit 5 Dropbox.

Rubric

<table>
<thead>
<tr>
<th>Assignment Criteria</th>
<th>Points possible</th>
<th>Points earned by student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define the term information systems planning and list several reasons for initiating a systems project</td>
<td>0-50</td>
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<tr>
<td>Describe the key features, advantages, and disadvantages of the traditional, prototyping, rapid application development, and end-user systems development life cycles</td>
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**Total points**

**Less deductions taken for spelling, grammar, and APA errors**

**New total after deductions**