

Procurement Document From PMGT614

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Embry-Riddle Aeronautical University Worldwide

PMGT 690

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WBS 5.5 Procurement Document

by

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Worldwide
Online Campus
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November 17, 2016
Company PMGT 614 'Team 4'
New York, NY, 10001

Bicycle parts supplier,

We sincerely appreciate the effort that you have put in submitting such a comprehensive proposal for our company. As recently discussed we must make some changes to the submitted bicycle design. The original bicycle design did not include training wheels. The customer has requested training wheels be added to appeal to a broader group of buyers.

This change will affect the scope, schedule and budget. The scope will change to include a significant design addition, the training wheels. The schedule will be impacted as the build will be increased by .5 hours. Fifteen minutes (.25 hours) will be required to unpack the training wheels and 15 minutes (.25 hours) will be required to install them. The remainder of the project will follow comparative start time but commence 15 minutes later, if the task is not already scheduled to be performed in parallel comparative to start date. The completion date will stay November 29th, 2016.

The budget will change as the cost will increase by \$112.71. The training wheels will be purchased for \$106.71 each from Sunlite Cycling and installed at .5 hours (\$6) cost during the "wheels" task, ultimately increasing the overall budget by \$112.71. After the WBS 1.8 Smartphone docking station has been installed, please immediately incorporate WBS 1.9 Training Wheels.

Attached in this procurement correspondence letter, the signed change request. Please feel free to contact our team should you have any questions or concerns before beginning the project.

Looking forward to hearing from you by 20 November 2016.

Best Regards
Ron Howze
Contract Specialist
Contracts Department

