

To: CIO Mart Doyle

From: CTA Sean O'Neill

Subject: Google Apps for Business

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Our organization should instantly implement Google Apps for Business to increase our company's productivity and revenue. Google Apps for Business is a cloud-based email, messaging, and content-sharing service platform that includes Gmail, calendar, vault, instant messaging, and web-based collaborative apps. Investing in Google Apps for Business will allow our company to work together more efficiently and effectively, both inside and outside the company.

Google Apps for Business is a cloud-based suite of applications used for collaboration and communication within a business. Google Apps for Business allows employees to communicate through email and instant messaging applications, share dates and events with Google Calendar, and work on the same projects simultaneously with Google Docs, Sheets, and Slides. These communication tools will improve the efficiency of our organization by allowing researchers in labs and universities to work together on projects.

Investing in Google Apps for business will allow our company to increase productivity by decreasing the amount of time it takes employees to access information. Also, it will improve the company's communication with suppliers and customers. There is no fixed cost for implementing Google Apps for Business within our company. The cost is directly based off the amount of users and will cost approximately \$50 a user per year. This platform will create an environment where our company can work with our suppliers and customers as a combined team.