

Cover Letter

11/25/02

Jessie Moore Kapper, Instructor
Heavilon 303A

Dear Mrs. Jessie Moore Kapper:

We chose our proposal to be over the door procedures of Earhart Hall. Residents have recently voiced their concerns over the current door systems of Earhart. They have been specifically unsatisfied with the inaccessibility, safety issues, and locking times in relation to the side doors of the hall. Most of the members of our group know first hand of this current inconvenience, thus we propose to change the way these doors work. With the help of our proposal, the Earhart residents will no longer be burdened by these current door problems. Our recommendation of door swipes and keypads will also aid the current safety issues relevant to the side doors of Earhart Hall. We aim to create a door system that satisfies both residents and resident officials.

The stakeholders involved with our proposal are the residents and faculty of Earhart Hall. By talking and listening to the complaints of the residents of the hall, we were able to identify their concerns and needs on a greater level.

Elizabeth Mahan, the Resident Hall Manager of Shreve and Earhart Hall, was our primary source of information regarding our proposal. She was able to supply us with necessary and significant facts that enabled us to understand the administration's perspective of the problem. Colleen Jones, an Earhart floor counselor, also provided us with the history of failed proposals pertaining to the same situation. She informed us of ways to improve our proposal so that the administration would at least consider our ideas for improvement. The residents of the hall also provided us with personal stories of problems associated with the doors and their concerns on the matter at hand.

One major challenge of this project was the availability of the people we needed to contact pertaining to our proposal. We were also challenged by the short amount of time due to being transferred to so many different references.

The biggest compromise we had to deal with involved who we were going to present our proposal to. We had to determine our audience and what method of presentation we were going to use.

There are both advantages and disadvantages to our proposal that need to be addressed. One advantage is that our proposed system provides enhanced security and a greater convenience. Residents would also be able to enter the building quicker and with less of a hassle. The student ID could also be used to enter through the doors. This feature would be helpful since the student ID is already used for so many things. The card swipe feature would also allow the doors to be locked all day and door entrances to be monitored. With

our proposed plan, residents would not be able to prop the doors anymore, which is currently a problem. A downfall of our proposal is cost. The average cost of a card swipe feature for a door is about \$2,000. Another disadvantage of our plan would be that the doors are electricity dependent, meaning problems will occur with the doors if there is a loss of electricity. Though our proposal has both pros and cons, we feel that the pros outweigh the cons greatly.

Sincerely,
Concerned Students

Amanda Jackson (aejackson@purdue.edu), Courtney Jackson (jackson4@purdue.edu),
Nikki Rowe (nrowe@purdue.edu), Sarah Tagtmeyer (stagtmey@purdue.edu)

Attachments: Attached is our proposal for a new door system at Earhart Hall.

Memorandum

To: Earhart Hall Administration

From: Amanda Jackson (aejackso@purdue.edu), Courtney Jackson (jackson4@purdue.edu), Nikki Rowe (nrowe@purdue.edu), Sarah Tagtmeyer (stagemey@purdue.edu) English 101R Students

Date: November 25, 2002

Re: Proposal to change the door system at Earhart Hall

We are proposing to change the door system at Earhart Hall because the current door system is inconvenient and contains many flaws. Therefore, we propose that card swipes be installed on the side doors of Earhart Hall. In this document we focus on the reasons for our proposal, the research in which we have completed, the best possible solutions, and the advantages and disadvantages of our plan.

Reasons for Proposal

Due to many concerns and complaints made by Earhart residents and our personal unpleasant experiences with the Earhart doors closing at 7:00 p.m., we firmly believe the Earhart door system should be changed. We have been concerned with the inaccessibility, and locking times in relation to the side doors. This also causes problems for the staff and administration of Earhart Hall due to the breaking of the door system's regulation by Earhart residents.

Research We Have Completed

In order to create an accurate proposal, we thoroughly researched components relative to our plan. Elizabeth Mahan, the Resident Hall Manager of Earhart and Shreve Hall, provided us with a great deal of information regarding the door system. She provided information including the cost of the new enhanced door system, security issues regarding the proposed system, and door entrances to be monitored. With her knowledge, we were able to understand many different perspectives on the current problem. She also informed us of the cost and factors that are presented if our card swipe proposal is taken into effect. Colleen Jones, an Earhart Counselor, informed us about previously failed proposals pertaining to the same situation. With this information at our disposal, we created a well rounded proposal that took all possible situations into consideration.

Best Possible Solutions

The current door policy was created out of concern for the Earhart residents. Over the years the residents have changed and so have their perspectives. Even though the policy brought comfort and satisfaction to the Earhart residents years ago, the residents now find it inconvenient and frustrating.

Some of this frustration is due to the doors being locked at 7:00 p.m. That is why we analyzed the possibility of locking the doors at 11:00 p.m., as all of the other residents' policies state. But the current policy displays concern with the safety of the