What are the possible impacts of the use of mobile devices on the working practices of the party organisers?

Mobile Phones

Using mobile phones for communication between staff, allows staff to be contacted at any time of the day, quickly and easily. Members of staff will have their own personal numbers that they can be contacted on. For simple activities such as confirming whether particular requirements for a party can be met, the party organiser does not even have to be in the office to receive the phone call, allowing members of the sales department to continue their work, when otherwise they would have to wait for an organiser to be in the office and available. Using mobile phones allows party organisers to work whilst on the move, perhaps organising a meeting on the train home, or checking the availability of a particular venue, using a hands-free kit in the car. A mobile phone offers the convenience of been easily reachable, perhaps in the case of a late booking or cancellation; the organiser could be quickly reached and informed of any changes. Many mobile phones now have access to WAP, the mobile internet; this can be useful for sending simple emails whilst on the move.

Laptops

Using a laptop allows an organiser to take their work home with them, allowing them to work on a particular project during the evening or during travel to and from work. Along with the increase in availability of wireless hotspots, organisers can use their laptop to pick up or send email, or possibly access the company network, all away from the office. With more and more homes been connected to a high speed internet connection, it is very likely that employees (the party organisers) could access the network from home, and continue their work there.

Party Planning

An improved system for party planning could work like this

1. Member of sales dept contacts the party organiser by **mobile telephone** to check requirements can be met.
2. Once this and other details have been confirmed, a detailed **email** of the party requirements is sent to the party organiser, who can pick up the email either from the LAN at work or WAN using home **broadband connection** or **Wi-fi** on the **laptop**.

3. Party organizer contacts venue by **email**, or **email to fax** other the **internet**, using the **laptop** on the move, to confirm a booking.
4. Party organizer contacts the entertainment agency by **mobile telephone** to check availability of entertainers, once availability confirmed, a booking form is **emailed** to a secretary to be sent out in the first post.
5. Confirmation **email** sent over **WAP** to all colleagues, when final details have been confirmed by phone.

Effects of a mobile office

In the above system for the party planner, the planner rarely needs to be in the office and can do most of the work from home or on the move, discarding the need for a 9-5 shift at the office. Work can be fitted in where appropriate and when needed, more flexible working practises for an every changing situation, giving the ability to adapt and respond quickly when needed. People who can work from home may produce more work and of a better quality, the idea of "being their own boss" motivates them to work harder. Unfortunately they cannot be true for all employees, some may suffer from lack of motivation, and employees may feel isolated and find it difficult to plan things out in a consistent and business like manner. Employees may suffer when increase pressure and may take there work issues too seriously, damaging their home life and social life, the company needs to be prepared to deal with this. Other important factors to consider include the security of information sent and stored, all personal detail must be encrypted when sent over the internet, whether through Wi-Fi or home connection and data on the laptop must be made hard to retrieve illegitimately, all to comply with the data protection act.

Evaluation

As requested for task 3, bellow is a brief evaluation of my report and methods used to create it.

To produce this report I used information from "Applied ICT", by K. May Reid and appropriate case study material from the Pre-release material. The report was word processed using Microsoft word and originally had a word count of 847; this was condensed down to the maximum 500 allowed. The report effectively describes how mobile devices can be used, and possible impacts of their usage, as required for the task. The report is in 3 stages, the first part discusses 2 mobile technologies and how they could be used, the second describes how they could fit to the scenario given and the third part discusses the impact of the mobile devices been used in the suggested way. The report is free from spelling errors and typos and has a high reading age, as indicated in the reading statistics from Microsoft work, which is suitable for the target audience, a managing director. The report has been formatted in an appropriate style.