



School of Computing and Information Technologies

Date : 04/13/2023

Project Name : RAMs Corner: ITRO Ticketing Service System

Subject : **Project Management**

Ms. : Roselle Wednesday Gardon

Designation : CS Program Director

Dear Ms. Roselle,

Greetings!

I belong to one of the student groups who are enrolled in **Project Management for the 3rd Term of the school year 2022-2023**. On behalf of the group members, I, Allan Vincent Nefalar, as the team leader, humbly requests that you serve as our **project consultant**. My members and I are confident that your qualifications, expertise, and experience will be beneficial to the project in guiding the team towards its successful completion.


The roles of the project consultant will be as follows:

- Advises the student(s) on the specific areas (depends on consultant expertise) of the project.
- Must be in communication with the course instructor and project adviser for consistency of rules and schedule implementation.
- Will assist the Project Adviser in doing basic proofreading of the submitted project deliverables,
- Commits to agreed regular weekly meetings or consultation schedules with the project group to monitor progress and help meet the project schedule.

We hope that you will accept this invitation. If there are queries that you need to clarify in this regard, I will be more than happy to assist. If you accept the invitation, kindly affix your signature at the end of the document.

Thank you.


Sincerely,

X 

Team Leader

X 

Course Instructor

X 

Project Consultant