# Title

Startup/Staff/Project info for <organization>

# Body

Hi Lisa

1. Can you please arrange the sponsor meeting for me of this appraisal soonest?

|  |  |
| --- | --- |
| **Sponsor detail** |  |
| **Surname, Name** |  |
| **Title/designation** |  |
| **Phone** |  |
| **Email** |  |

1. Can you please work with the organisation’s site co-ordinator to get me the following information in the attached CAS planning sheet?

* Planning
  + Confirm the Business Objectives (row 43-45)
* StartupInfo
  + Address (row 5-10)
  + Website (row 12)
  + Logo (row 17)
  + OU Info (row 20-33)
* Project&Support
  + Project name, description, lifecycle, stage, start date and end-date
* Staff
  + Staff name and role per projectID

Please can I have it soonest so that I can get scope approved and get the sample generated.

Hi Bianca

Please provide oversight on this, we need this information within a week.

Warm regards, Pieter

# Key CAS timelines

Step 1: ATL submits scope for approval (42-60 days before phase 2 start date)

* + Needs list of projects

Step 2: ISACA approves the scope

Step 3: ATL generates and accepts the random sample (35-60 days before phase 2 start)