**Email #1**

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| From: PPP  To: DDD — General Manager (Downtown)  Subj: Stick with the scope, Ask for coalition  [Greeting and intro]  I am the project manager leading the project, Tablet Pilot. To better manage the project, I have been drafting the project charter that defines the project goal and scope, collaborating with each team member.  [Body]  The project scope is one of the most important factors affecting the project's success, which is also restricted by budget and timeline. Recap MMM’s request of the project scope on expanding the rollout to include all dining sections, not just the bar area.  To get the input regarding MMM’s request, I hosted a meeting to get input from the team to avoid the unacceptable failure of the overall project. During the meeting, the opportunity and the risk of expanding project scope were thoroughly discussed. With considering the opportunity and the risk by expanding the rollout with the current budget and timeline, I would like to stick with the original plan to ensure the project success.  [Conclusion]  To have your valuable input as the General Manager of the North restaurant, I would kindly ask for your help to convince MMM and AAA to agree to stick with the original plan of limiting the rollout to the bar area only.  [Email closing]  I look forward to hearing back from you regarding your thoughts on this.  Best wish,  PPP |

**Email #2**

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| From: PPP  To: KKK — Restaurant Technology Consultant  Subj: Stick with the scope, Ask for coalition  [Greeting and intro]  I am the project manager leading the project, Tablet Pilot. To better manage the project, I have been drafting the project charter that defines the project goal and scope, collaborating with each team member.  [Body]  The project scope is one of the most important factors affecting the project's success, which is also restricted by budget and timeline. Recap MMM’s request of the project scope on expanding the rollout to include all dining sections, not just the bar area.  To get the input regarding MMM’s request, I hosted a meeting to get input from the team to avoid the unacceptable failure of the overall project. During the meeting, the opportunity and the risk of expanding project scope were thoroughly discussed. With considering the opportunity and the risk by expanding the rollout with the current budget and timeline, I would like to stick with the original plan to ensure the project success.  [Conclusion]  To have your valuable input as the Restaurant Technology Consultant, I would kindly ask for your help to convince MMM and AAA to agree to stick with the original plan of limiting the rollout to the bar area only.  [Email closing]  I look forward to hearing back from you regarding your thoughts on this.  Best wish,  PPP  [Email closing] |