**PM Expectation of an Engineer**

Hi team members,

As we know, the project of zodiac music toy has just started. It will be a long period to complete this project together. As this project manager, I have some expectations you should know so that we could understand well each other and get the project go through well.

First, it is about passion and problem solving. I hope you are an endeavor employee with passion on your work. You should finish the work on time with high qualities. Each team member is a contributor to the project success.

Second, it is communication. I expect you have good communication skills. To express your own ideas/ thoughts/opinions clearly not let the others get confused; to listen attentively when people are talking, not let yourself be misunderstood. On the other hand, do not to be mean to the others.

Finally, it is collaboration: Teamwork is our culture and it is more productive than a string of individual actions. I am appreciate if you as a senior engineer share your experiences and help the new comers involve this project sooner. In addition, I hope you are open-minded. To hear other people’s mind or suggestions is a good way to widen your vision and maybe it helps you get good idea to figure out the issues on your work.

If you have any questions or suggestions, do not hesitate to contact with me. My door is always open to you.

Hope we cooperate happily.

Have a good day.

Steven White

Project manager

SuperFun toy Ltd.