

## A New Consulting Project

**Mark has been assigned a new project for a client named John. Mark is the only person working on the project from your company. Mark reports directly to a client who directly manages the project and who is also acting as the project manager. Mark is supposed to do both the front-end and the back-end work for the client.**

**Mark is new to this project and although Mark has talked to the client a few times, it's not clear what the client expects from Mark, what work Mark should be doing each day, or when they would be meeting, etc.**

**As you're new to this project, you want to establish a good working relationship with the client also and show that you're talented and you're proactive. Draft your email to the client where you can communicate your excitement about the project and where you can ask appropriate questions to the client. Also, specify when you would send this communication and why you've picked that timing.**

I would send this email the next day. As much as I'm excited to work for them, I'd also like to know what exactly I should be doing and when we should meet.

Here would be my draft:

Hi Client,

The new project has really gotten me excited about working with you! Reading over the details has really gotten me pumped up. That said, I would also like to confirm some things based on what we have talked about so far.

< questions about what they expect of me >

< questions on anything specific that they would like me to do >

< any time or day we should meet up? >

Sincerely,

Mikhail Agudo