

Email

From: Peta
To:
Subject: Input Needed: Expanding Tablet Rollout to Include Dining Sections

Dear Team,

I hope this email finds you well. I wanted to reach out to discuss an important matter regarding the tablet rollout project for Sauce & Spoon. As you may be aware, Omar, the owner of Sauce & Spoon, has expressed his desire to expand the tablet rollout to include all dining sections, not just the bar area.

While Omar's input is valuable as a senior stakeholder and owner, I have concerns regarding the scope of the project. As we have defined in our project charter, the initial goal was to implement the tablet system in the bar area to enhance customer experience and improve operational efficiency. Expanding the rollout to all dining sections would require additional resources, time, and could potentially deviate from our original objectives.

To ensure we make an informed decision, I would appreciate your input and perspective on this matter. I have scheduled a meeting for us to discuss the pros and cons of expanding the tablet rollout. The meeting will take place on [date] at [time] in [location]. I kindly request your active participation to help us evaluate the implications and potential impacts of this expansion.

During the meeting, I would like to hear your insights and thoughts on the following points:

Benefits: What advantages do you see in expanding the tablet rollout to all dining sections?

Risks: What potential risks or challenges do you foresee if we were to proceed with the expansion?

Resources: What additional resources, both financial and human, would be required to implement the tablet system in all dining sections?

Alignment with Goals: How does this expansion align with the initial project goals and objectives?

Feasibility: From a technical standpoint, do you believe the current infrastructure can support the tablet rollout across all dining sections?

Customer Impact: How do you think expanding the tablet rollout would impact the overall customer experience?

After the meeting, we will collectively evaluate the insights provided and make an informed decision on whether to expand the tablet rollout or maintain the focus on the bar area as initially planned.

I appreciate your dedication and expertise in contributing to this discussion. Your input will be

crucial in helping us reach a consensus on the best way forward. If you have any additional thoughts or concerns before the meeting, please feel free to reach out to me.

Thank you for your support,

Peta