

Peer-graded Assignment: Activity: Write an email to a senior stakeholder

 coursera.org/learn/applying-project-management/peer/7kAcz/activity-write-an-email-to-a-senior-stakeholder

Activity Overview

In this activity, you will write an email to a senior stakeholder asking for an executive decision about a problem that has just surfaced in the project.

At the end of this activity, you should have a completed stakeholder email. Once submitted, your peers will review your completed email and provide feedback.

Scenario

Review the scenario below. Then complete the step-by-step instructions.

Peta just found out that there has been an update to the tablet contract that affects the project budget. Based on this new information, Peta needs to explain the situation to Deanna and ask for specific guidance on how to proceed. Although Peta has interacted regularly with Deanna throughout the project, she is still a senior stakeholder who expects Peta to deliver the project goals on time and within budget. Peta keeps these facts in mind as she composes an email to Deanna.

Step-By-Step Assignment Instructions

Step 1: Access the template

To use the template for this course item, click the link below and select “Use Template.”



Link to template: [Senior stakeholder email](#)

OR

If you don't have a Google account, you can download the template directly from the attachment below.



[Activity Template Senior Stakeholder Email](#)

[DOCX File](#)



Step 2: Access supporting materials

The following supporting materials will help you complete this activity. Keep them open as you proceed to the next steps. Each link below will open a new Coursera tab.

- [Email: Tablet Contract Update](#)
- [Sauce & Spoon Company OKRs](#)

Note: To review supporting materials introduced in earlier activities, you can find them in the [Resources section](#).

Step 3: Review supporting materials

Review the email exchange between Peta and Seydou about the update to the tablet pricing. You will use this information to write your email. As you review the supporting materials, take some notes, keeping in mind the changes proposed to tablet pricing and how Peta might explain the change to Deanna.

Step 4: Compose the email

Write an email to Deanna explaining the contract update and its impact on the project budget. Then ask her for an executive decision to approve the change in contract based on this new information.

As you create your email, include a summary of the problem and its immediate impact on the project. For example, you may want to explore how the new cost of the tablets compares to the previous cost. Is it more or less expensive now? Will it be more or less expensive in the future?

Be sure to also state how the new situation may impact the Sauce & Spoon OKRs. For example, how will accepting or rejecting the new contract terms impact Sauce & Spoon's OKR to "keep expenses low and our budget precise"?

Finally, ask Deanna for an executive decision regarding the tablet contract update.

Your completed email should include:

- A subject line
- A greeting
- An intro
- A body
- A conclusion
- A closing

Review criteria

There are a total of 9 points for this activity. At least two of your peers will evaluate your project plan. Your final grade will be the median of these scores. You must get 8 out of 9 total points to pass.

Giving Good Feedback

Once you complete the activity, review and provide constructive feedback for at least two classmates. Below, are some guidelines to help you leave constructive comments for your peers.

When giving feedback, consider:

- Leading with positive feedback
- Providing a balance of positive and actionable feedback
- Sticking to information-specific, issue-focused, and observation-centered comments