**Email #1**

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| From: Peta  To: Carter  Subj: Rollout Format  Hello Carter,  I hope this email finds you well and I appreciate you providing your input on the rollout discussion.  As you know, Omar has been adamant about his request to expand the tablet rollout to include all of the restaurant dining sections, not just the bar area. I have a number of reasons to resist this change in scope and insist that we keep the rollout to just the bar, and I believe that your expertise and vital role to the kitchen’s success would bring an important perspective into the company’s decision.  I can’t guarantee that we’ll be able to support an expansion that big within our current budget or schedule. Also, like you, I am concerned about our ability to maintain a high level of customer satisfaction if we scale up too quickly.  In addition, you mentioned a concern regarding the need to hire more kitchen personnel and maintain employee satisfaction with the changes brought to the restaurant by the bar rollout. In that regard, a bar-focused rollout is less risky and would allow the kitchen to scale up their operations more gradually to meet the increased demand.  If I could have your input and support on convincing Omar and Deanna to stick with the original plan and limit the rollout to the bar area, I am confident that they would rethink this alteration. It is very important that we make them see that, from an operational standpoint, it is wiser to have the rollout happen incrementally. That way, we can make any necessary changes to the training process and address any issues without majorly impacting the entire restaurant before scaling further.  Considering all those factors, it makes the most sense to pilot the tablets in just one area first and to keep the project within the original scope. Limiting the rollout to the bar area will ensure that we stay within the project’s timeline and will give the kitchen time to adjust to the changes. Wouldn’t you agree?  Sincerely,  Peta |

**Email #2**

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| From: Peta  To:  Subj: [Subject line]  [Greeting and intro]  [Body]  [Conclusion]  [Email closing] |