

To:	opsdirector@officegreen.com ; productdirector@officegreen.com ; hrspecialist@officegreen.com ; svrphr@officegreen.com
Subject:	<i>[Action required] Mitigation Plan to improve Delivery rates</i>
<p>Dear team,</p> <p>We're on the track in our project, I hope all you're feeling yourselves well.</p> <p>As you have already known, we are testing the Plant Pals project before official launch.</p> <p>As a project manager, I'm responsible for the project's success.</p> <p>The team has already installed software to manage incoming orders and begun sending out test shipments to customers.</p> <p>However, your team has encountered some problems along the way:</p> <ol style="list-style-type: none"> 1. First is that we don't have enough drivers to deliver all of the orders on time. So far, the drivers have delivered only 80% of the plants successfully. 2. Second is customer satisfaction has suffered, and some customers have already canceled their subscriptions. The team needs to raise the on-time delivery rate to at least 90% to avoid sending the next batch out late. 3. Other possible issues—setting back the project timeline, risking product quality, and hurting revenue. <p>In order to solve these issues, I propose several steps:</p> <ol style="list-style-type: none"> 1. Hire more drivers to solve first issue. 2. Streamline the delivery route to solve second issues. <p>I would like to arrange a meeting to discuss these issues and find the best solutions. Please, inform me about your available time and we could schedule the meeting.</p> <p>Thank you for your time and I am looking forward to hearing from you!</p> <p>Sincerely, Vladimir Project Manager – Plan Pals</p>	