

Email

From: Peta
To: Alex
Subj: [action required] request to support the tablet rollout scope in the charter

Hi Alex,

Thank you for attending our brainstorm session to discuss the changes in the scope of the tablet rollout project. As an experienced general manager, you shared valuable feedback on the new proposal.

As we discussed in the meeting, after sharing the project charter with Omar, he wants to expand the scope of the tablet rollout to all dining areas, before he signs off for the project. His main argument is that the company set an ambitious financial goals for this year, and a tablet rollout in the bar section might not be enough to meet our goals.

Even though this change in the scope, initially seems to be beneficial to the company and aligns with the company goals, but, according to my estimates, we might not be able to successfully implement the changes, considering our limited budget and timeline for the project. Our current plan is designed for the bar section only, and expanding the scope requires a revision on the plan, which, of course, raises the required budget and resources and risks the entire project.

Based on your comments in the meeting, I noticed that we have mutual concerns on the new proposal, thus, I thought, we team-up to share our concerns with Omar. In short, our reasoning is:

- The new proposal requires a massive renovation of the entire restaurant, which potentially risks the restaurant operation.
- Due to the required extra work, with these changes, the project faces delays and budget deficits.
- Lastly, based on the project goals, as the orders increase, the kitchen has to prepare more dishes, which, may not be doable, considering the number of staff we currently have.

Let's prepare our response to together and discuss our concerns with Omar. If we approach together, as a team, we can convince Omar to stick to the current project.

Best,
Peta