**Date:**08/10/2015  
**To:** kate\_mason@scrassociates.com  
**From:** jesse\_baker@scrassociates.com  
**Subject:** Interview preparation

Hi Kate,

As you know, we did not conduct a formal preliminary investigation for the TIMS project — we simply carried out a directive from the Executive Committee. However, we should plan a series of interviews to obtain user input and a better understanding of the new training activity and the IT support that will be needed.

Please let me know who you plan to interview, and send me a list of the questions you will ask.

Jesse Baker