**Date:**08/10/2015  
**To:** kate\_mason@scrassociates.com  
**From:** jesse\_baker@scrassociates.com  
**Subject:** SCR Web site and systems review committee issues

Hi Kate,

I'm sure you've seen the announcement about SCR's new training center. This is exciting news and a real opportunity for the IT team to help design an information system to support the SCR training group. The new system will be called TIMS, which stands for Training Information Management System.

As you know, the our Web site has an SCR Services link where we list our four corporate units and their goals: the Systems Support Group, the Network/Web Group, the Business Solutions Group, and the Project Management Group.

Now, we would like to add a fifth unit to highlight the new training group. Take a look at the other four areas, then draft a brief statement that will describe the Training Group’s goals. Try to use a style that will be consistent with the existing material. I’d like to see your draft as soon as possible so we can get it approved and added to the site.

Also, on another subject entirely, I’d like your view on whether or not SCR needs a systems review committee. We seem to have gotten along fairly well without one up until now, but some people think it would be wise to have a review committee approach as SCR grows and becomes more diverse. Tell me what you think and why. Thanks.

Jesse Baker