

A NEW CONSULTING PROJECT

Mark has been assigned a new project for a client named John. Mark is the only person working on the project from your company. Mark reports directly to a client who directly manages the project and who is also acting as the project manager. Mark is supposed to do both the front-end and the back-end work for the client.

Mark is new to this project and although Mark has talked to the client a few times, it's not clear what the client expects from Mark, what work Mark should be doing each day, or when they would be meeting, etc.

As you're new to this project, you want to establish a good working relationship with the client also and show that you're talented and you're proactive. Draft your email to the client where you can communicate your excitement about the project and where you can ask appropriate questions to the client. Also, specify when you would send this communication and why you've picked that timing.

To John,

Hello, I am Mark from XYZ Company and currently working here as a Web Developer. I want to say thank you for choosing our company for your needs and I would love to get in touch with you regarding this new project. If it is okay that we meet daily via Zoom to talk more about this project for me to get to know more about your needs regarding this?

Please let me know if you have any questions.

*Thank you.
Mark*