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| **To: "Paralympics Programme Office"**  **CC:**  **From: "You" <projectmanager@consultancy.com.>**  **Subject: Monthly Report**  Dear Paralympics Programme Office Team,  I hope this email finds you well. I wanted to provide you with a monthly update on the progress of the ongoing projects for the upcoming Paralympic Games. Here are the key highlights and concerns that you need to be made aware of:   1. Gymnasium Project:    * Progress Update: The construction of the main Olympic gymnasium is proceeding well. Foundation work and structural framing have been completed, and the installation of mechanical, electrical, and plumbing systems is underway.    * Concern: We have received updated requirements from the Gym Committee regarding the inclusion of two new gymnastics events. We are working closely with the committee to address these requirements and ensure the facility is equipped accordingly.    * Action Required: We kindly request guidance and support from the Paralympics Programme Office regarding the necessary modifications and adaptations for the gymnasium to accommodate the new gymnastics events. 2. HotelO24 Project:    * Progress Update: The HotelO24 construction is progressing as planned. Exterior facade work has been completed, and interior fit-outs have begun. Pre-opening activities, such as staff recruitment, are in progress.    * Concern: The safety elements of the rooftop terrace, a non-negotiable requirement of the hotel chain, have not yet been confirmed. This poses a potential legal risk, and we are actively working with the Building Surveyors to address this issue.    * Action Required: We kindly request the Paralympics Programme Office's assistance in speeding up with the resolution of the safety elements of the rooftop terrace, ensuring compliance with the hotel chain's requirements. 3. Resource Management:    * Highlight: We have identified a resource gap in terms of Building Surveyors, which has led to certain challenges in addressing critical issues promptly.    * Action Required: We kindly request support from the Paralympics Programme Office in identifying and allocating additional resources, particularly Building Surveyors, to ensure timely resolution of outstanding issues and risks. 4. External Challenges:    * Brexit-related Challenges: The import/export challenges due to Brexit have affected the delivery of gym equipment from the UK and US. We are exploring alternative suppliers to mitigate potential delays and increased costs.    * Action Required: We seek guidance from the Paralympics Programme Office on addressing Brexit-related challenges and finding suitable alternatives to ensure the timely delivery of necessary equipment.   We value your guidance and support in addressing the highlighted concerns and ensuring the successful completion of these projects for the Paralympic Games. Please let us know if there are any specific actions or decisions required from your end. We appreciate your attention to these matters and look forward to your response.  Thank you for your continued partnership.  Best regards,  Project Management Consultancy |