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| **To: "Hotel Manager"**  **CC:**  **From: "You" <projectmanager@consultancy.com.>**  **Subject: RE: Our Next Meeting & A Few Points to Note**  Dear Hotel Manager,  Thank you for your email and providing me with the updates. I appreciate your proactive approach and wanted to address the points you raised. Here's the information you requested:   1. Gymnasium Project Timeline: Regarding the status of the gymnasium build timeline, the project is currently on track for completion. However, we have encountered some challenges that require urgent attention, which I will outline below. 2. Status of the Rooftop Terrace: The safety elements of the rooftop terrace are still pending confirmation by the Building Surveyors. We understand the terrace is a crucial feature for your hotel chain, and we are actively working to resolve this issue. I have escalated the matter to the relevant team, and we are currently in discussions with the Building Surveyors to expedite the safety assessment process. Rest assured, we are committed to ensuring the terrace is built as per the original plans. 3. Commercial Agreement with IOC: Regarding the commercial agreement between the hotel chain and the IOC, the latest information suggests that it is still with the IOC legal team. I will reach out to the IOC and provide you with an update as soon as I receive a response from them. 4. Support in Marketing and Promotion: I am more than willing to provide you with support in the marketing and promotion of the new hotel. I will collaborate with our marketing team to gather all the necessary materials, such as logos, official wording, sponsor details, and press releases. Additionally, we can discuss the translation of content into different languages and social media coverage during our upcoming meeting. 5. New Recruits and Site Visit: Regarding the induction and training of new recruits, I will coordinate with you to arrange a site visit in month 8, as per your request. It will be an excellent opportunity to familiarize the recruits with the hotel's facilities and ensure a smooth transition for them.   Please note that there are some challenges that need immediate attention. I have listed them below for your reference:   1. Urgent Hiring of a Site Manager: Our current Site Manager has tendered their resignation as they have received an offer for another project. To ensure the smooth progress of the project, we need to quickly replace the Site Manager. I will discuss this matter with our Operations Manager and explore the possibility of hiring a contractor on an interim basis to prevent any disruption to the project. 2. Contractors' Strike: The building contractors have expressed their concerns over pay and conditions, and they are threatening to go on strike. As our in-house legal team lacks overseas trade union experience, we need to address this matter promptly. I will escalate this issue to the appropriate channels within our organization to seek expert guidance and mitigate any potential risks. 3. Alternative Supplier for Trees: Due to shipping issues, importing the trees from Japan to surround the gymnasium has become unfeasible within the given timeline. I will work with the Operations Manager to find an alternative supplier and place an order to meet the requirements. We will ensure that the new trees align with the aesthetics and preferences discussed with the Programme Sponsor. 4. Import/Export Challenges with Gym Equipment: The gym equipment procurement has faced challenges due to Brexit, resulting in delays and increased costs for equipment from the UK and US. In order to avoid further setbacks, we are exploring the option of sourcing the equipment from a supplier in Australia, considering the reduced cost. However, this may extend the delivery timeframe. We will keep you informed of any decisions made and ensure a smooth transition for the gymnasium.   I will address these issues with the necessary stakeholders and keep you updated on their progress. Let's discuss these matters further during our next meeting to ensure we are in the right path and can take appropriate actions.  Thank you for your understanding and collaboration. We remain committed to delivering a successful project and appreciate your ongoing support.  Best regards,  Project Management Consultancy |