

Email #1

From: Peta
To: Carter (Executive Chef)
Subj: Rollout expansion - Updates

Hi Carter,

Hope this email finds you well. Thank you for your contribution to yesterday's meeting regarding Omar's updates to the project's scope. As a recap, Omar needs to expand the rollout to include all the restaurant sections not only the bar section. I have some concerns about this change in the project's scope as it will increase risks as well as hire more staff.

I'm asking for your assistance in convincing Omar and Deanna to stay to the original plan of limiting the rollout to the bar area exclusively. Deanna has approved the employment of two new line cook positions to assist kitchen workers in meeting immediate demands during the rollout. I believe we can continue to monitor payroll and bandwidth during the trial program and adapt to demands as they arise. We want to capitalize on any early success while iterating and adjusting to any modifications that may be required.

I'm looking to hearing from you about any questions or concerns.

Best Regards,
Peta

Email #2

From: Peta
To: Seydou (Restaurant Consultant)
Subj: Rollout expansion - Updates

Hi Seydou,

Hope this email finds you well. Thank you for your contribution to yesterday's meeting regarding Omar's updates to the project's scope. As a recap, Omar needs to expand the rollout to include all the restaurant sections not only the bar section. I have some concerns about this change in the project's scope as it will increase risks as well as hire more staff.

I'm asking for your assistance in convincing Omar and Deanna to stay to the original plan of limiting the rollout to the bar area exclusively. Deanna has approved the employment of two new line cook positions to assist kitchen workers in meeting immediate demands during the rollout. I believe we can continue to monitor payroll and bandwidth during the trial program and adapt to demands as they arise. We want to capitalize on any early success while iterating and adjusting to any modifications that may be required.

I'm looking to hearing from you about any questions or concerns.

Best Regards,
Peta