

Memo

To: Debra Hughes

From: Hajera

Date: 04/16/25

Subject: Stakeholder Suggestion

Hi Debra, a couple suggestions I have for you relating to the situation you went through are the following:

1. Make sure to keep senior management and other important stakeholders updated on how the project is going, including any problems or delays. Having short weekly updates can help everyone stay on the same page and let them share their thoughts or worries early, which can prevent issues later on. 2. At the beginning of the project, clearly explain everyone's roles, responsibilities, and how you will communicate. By stating what they can expect from you and what you need from them, you can reduce confusion and encourage teamwork.

I hope these suggestions help you in the future and better your current situation.

Thank you for your time,

Hajera Fatima