NOTES:

1. Send project communication email out to all executive leadership members in addition to team.
2. Items highlighted to be replaced with project specific information.

Project communication email:

Hi All,

The *Quest Hospital Microsite* project has been set up. Please see helpful information pertaining to project specifics below:

**Project Folder:**

SOW can be found in the project folder here:

*O:\Clients\Quest\_Diagnostics\QuestHospital\_Microsite\_12-2765\AM\Proposal\_SOW*

**Project Naming Convention:** *QUEHO\_2765\_AssetType\_date\_initials*

**Project budget location on server:**

*O:\Clients\Quest\_Diagnostics\QuestHospital\_Microsite\_12-2765\PM\Budget\_and\_Invoices*

**Celoxis:** I have created the project in Celoxis, so people can now bill time to it via "Time Management." or assigned tasks. All financial information is in. Timeline will be created by eod.

**Team:** Deirdre is the AM, Stu is the Tech lead, and Liz is our creative lead.

Please let me know if you have any questions.

Thanks,

*Kristen*