


August 2015

Semester one emails between Project Manager, Client and Supervisor

**Greig Wakefield** <Greig.Wakefield@xtra.co.nz>
to me, Ronell, Daniel ▾

Aug 6 ☆ ▾

Peo

Gre

Ad


Hi teams,
I hope that you are progressing well with the preparation of your proposals.

I am available to meet with you to discuss progress either around the middle of the day Friday or around the middle of the day Monday.

If you wish to meet up please advise me a suitable time for the team.

Regards

...

**jozella roque** <jozellaroque2012@gmail.com>
to Greig ▾

Aug 6 ☆ ▾

Hey Greig


Monday midday would be great. Meet outside wt reception?

Also we should have our draft proposal ready by tomorrow, so will send that.

Regards,
Jozella Roque

...

Project Proposal Draft ▢


**jozella roque** <jozellaroque2012@gmail.com>
to Greig ▾

📎 Aug 9 ☆ ▾

Hi Greig

Please see our project proposal attached. It is what we have done so far. We hope to receive some feedback tomorrow during our meeting at midday.

Regards,
Jozella Roque


PDF Project_Proposal...



jozella roque <jozellaroque2012@gmail.com>
to Sam

Aug 10



Hi Sam

That is totally understandable, I hope she gets better soon. How does tomorrow sound around 12pm at Q theatre?

Regards,
Jozella Roque



Sam Snedden <sam@basementtheatre.co.nz>
to me

Aug 10



Hey Jozella,

I can do 12 but only for 30 mins, does that sound ok?



jozella roque <jozellaroque2012@gmail.com>
to Sam

Aug 10



Hi Sam

12 sounds good, see you then

Basement Theatre App

Inbox x



Sam Snedden <sam@basementtheatre.co.nz>
to me

Aug 10



Hi Jozella,

I'm so sorry that this is the first that you have heard from us. Elise was handling this and she has been really sick last week and into this week and we have been doing a re-launch and it got put into the too hard basket. The truth is I'm not across this at all, while I have read through the document I'm not 100% sure of what a lot of it means. Is there any way that we could have a quick conversation about it? I know this is very last minute and again I really apologise for that

Cheers!

Sam Snedden
Co-General Manager - Venue & Operations
021 222 8136
The Basement

'the beating heart of Auckland theatre' - Winner of Best Theatre, Metro 2014

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jozella roque <jozellaroque2012@gmail.com>

Aug 10



Greig Wakefield <Greig.Wakefield@xtra.co.nz>
to me

Aug 11



Hi Jozella,

I suggest that you agree a Project Manager.

I still think that much of your challenge is to work with the client to determine Requirements.

You need to add the disclaimer to the end.

Quality Assurance is a bit light. Peer Review. Client Review etc.

Otherwise it looks pretty good to me.

Best wishes for your presentation tomorrow.

Regards

Greig

Project proposal latest version feedback

Inbox x



jozella roque <jozellaroque2012@gmail.com>

Aug 11



to Greig

Hi Greig

I'm not too sure if it's too late, but here is our latest version of our project proposal.

Please make any comments to any section for improvement.

Regards,
Jozella Roque



Requirements meeting

Inbox x



jozella roque <jozellaroque2012@gmail.com>

Aug 18



to elise, Sam, Greig

Hi Elise & Sam

I hope you are feeling much better Elise.

We recently had our project proposal presentation to the BCIS board. The presentation went well and we are good to continue with the project. Please see our project proposal attached. This version is yet to be edited for we received some recommendations/ changes to the proposal. We will send you the edited version once finalised.

Are you free next Tuesday 12pm to go over project requirements? We would like to discuss about our scope and requirements.

Regards,
Jozella Roque



Mobile App Dev expertise

Inbox x



Greig Wakefield <Greig.Wakefield@xtra.co.nz>

Aug 19



to me, Vahe

Hi Jozella,

Vahe (below) is doing the co-ordination for the S2 project developing an IOS and Android App.

If your team want to have a talk with their team pse contact him directly.

Regards

Greig



Sam Snedden <sam@basementtheatre.co.nz>

Aug 20

to me, Elise, Greig

Hey All,

I'm away for a few days from tomorrow and I know that Elise is swamped. Would it be possible to leave this till the following week? We are really sorry but it is a big document and I don't know that we will have time to properly review it before then

Cheers!

Sam Snedden
Co-General Manager - Venue & Operations
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jozella roque <jozellaroque2012@gmail.com>

Aug 24

to Sam, elise, Greig

Hi Sam

Are you able to make next Monday 31st August to discuss our proposal?

Regards



Elise Sterback <elise@basementtheatre.co.nz>

Aug 24

to me, Sam, Greig

Yes we can make that work - meet you at Q Theatre as before?

Cheers,

Elise



Elise Sterback <elise@basementtheatre.co.nz>

Aug 24

to me, Sam, Greig

R&D Projects supervised by Greig - Final Proposals

Inbox x



Greig Wakefield <Greig.Wakefield@xtra.co.nz>

Aug 28

to me, Ronell, Chadwick, BCIS, Anne

Hi all,

Just to avoid any confusion about the submission of your final Proposals to bcis.projects@aut.ac.nz as requested in your feedback comments.

It is important that I review the revised Proposals before they are submitted. So that what is submitted is the final reviewed Proposal.

My understand is:

1. F&P Deployment and Reporting – Working on minor changes asked for and suggestions arising from discussion with the client.
2. F&P Security and Event Management – Significant work to include comments I provided today.
3. Backstage – Minor changes arising from review.

If you can get the final version to me today, I will review tomorrow and you can submit to bcis.projects@aut.ac.nz on Sunday.

Also, I realise that the next two weeks are the mid semester break. However, I am available next Mon and Tues if any teams want to meet up.

Regards