

Business and Technical Writing



ASSIGNMENT # 7(A)

Section BSCS (5A)

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Session 2020-2024

Subject: Decision Regarding Proposed Feature Changes – Project Update

Dear Team,

I want to start by expressing my deep appreciation for your dedication, enthusiasm, and unwavering commitment to our projects. The animated discussions and diverse perspectives shared within our team have been vital in shaping the decisions we make, ensuring that our clients receive the best possible solutions.

Over the past week, we've engaged in passionate debates about proposed radical changes to a main feature of our current project. I understand that these changes were presented with the best intentions to enhance the solution we are developing for our client. Your creativity and dedication to excellence are truly commendable.

After extensive deliberation and careful consideration of the diverse viewpoints shared within our team, I want to provide clarity on the decision we will be pursuing. Our main goal is to deliver a high-quality solution that meets our client's expectations, while also adhering to the agreed-upon timeline and budget constraints.

Therefore, I have decided that it is in the project's best interest to proceed with the original version of the solution we had initially planned and were on the verge of finalizing. While the proposed changes are intriguing and may indeed provide additional value, the implementation of such extensive alterations at this stage would likely result in a significant extension of our project timeline and potentially have budgetary implications.

I want to reiterate that your input, ideas, and the spirited discussions that have taken place are immensely valuable. They reflect our team's passion for innovation and improvement. In this case, we must prioritize delivering a high-quality solution that aligns with our project goals, budgetary constraints, and our client's expectations.

I am firmly committed to maintaining a culture of openness, collaboration, and transparency within our team. I encourage each of you to continue sharing your thoughts, ideas, and concerns. Our collaborative efforts will undoubtedly lead to the best outcomes for our clients and our projects.

Your understanding, adaptability, and continued dedication to this project are deeply appreciated. Let us move forward as a united team, leveraging our collective strengths to ensure the successful delivery of this project.

Should you have any further questions, require additional clarification, or wish to discuss any aspect of our project, please do not hesitate to reach out to me. Your opinions and feedback are crucial to our collective success.

Thank you for your continued efforts and commitment to our shared goals.

Best regards,

**Qasim Ali
Team Leader
Futurice Ltd.**