Hi team, I am writing to inform you that after having reviewed our progress in the dashboard I realized that we might not meet the deadline plan, that puts us in a bad position in front of our customers because we signed off a campaign marketing to start in three months, as well as we already have paid all advertising with a TV provider.

I think if we made a detailed plan for the next two months, we could finish the project before the date agreed upon, for that reason I propose the following plan:

* Work two extra hours daily this week in the design process, after that, the design team can come back to work normally.
* The developer team will work until Saturday which gives us 8 hours per week during the next two ones.
* Each module will be tested as it is completed; With that, we can get early feedback.

Of course, each decision will bring compensation to make a gain-gain meeting.

I really need your help making a plan that lets us finish before the deadline.

If you feel like discussing all the pros and cons in more detail, I’ll be glad to have a meeting with you at your earliest convenience.

Thanks, for your help.

Best Regards,

Luis Rocha

Project Manager

Hi team,

I am writing to inform you that after having reviewed our progress in the dashboard we are expecting a few delays with the original deadline, which leaves us in a not good position in front of our customers.

The customer was aiming to have it done by the end of this month, for that reason we signed off a campaign marketing to start in three months, as well as we already have paid all advertising with a TV provider.

I was wondering if we could make a detailed plan to work during the following two months to aim to get the project done by the end of this month, for that reason, I would like to propose the following toughs:

* Work two extra hours daily this week in the design process, after that, the design team can come back to standard working hour.
* The developer team would work and extra day on Saturday which gives us 8 hours per week during the next two ones.
* Each module might be tested as it is completed; With that, we can get early feedback.

Of course, each decision will bring compensation to make a gain-gain meeting.

I really need your help making a plan that lets us finish before the deadline.

If you feel like discussing all the pros and cons in more detail, I’ll be glad to have a meeting with you at your earliest convenience.

Thanks for your help.

Best regards,

Luis Rocha

Project Manager