

Date: 10/10/2016

Project Name: APC Pre-Registration System
Course: BSCS-SS
Subject: SCSPROJ

Mr. JV Roig
Designation: Director of Consulting Services Office

Dear Mr. Roig

Greetings!

Project Manager Angelica Ruiz has requested that you serve as their Project Consultant. We take great pleasure in inviting you to do so. We are confident that your qualifications, expertise and experience will be beneficial to the project in guiding them towards the successful completion of their project.

The Roles of the Project Consultant will be as follows:

- Advises the student(s) on the specific areas of the project (e.g. if Consultant strength is database);
- In constant communication with the Subject Instructor and Project Mentor/Adviser for consistency of rules and schedule implementation;
- Commitment to agreed regular weekly meetings or consultation schedule with the project group for monitoring progress and help meet project schedule; and
- Signing at SoCSIT Consultation Logbook (at the reception area), every time there is consultation or discussions made with the group; making use of available discussion rooms, if necessary.

→ Students can proceed to the Consulting room (SD4) for Cobalt training & consultation

→ They will be accommodated by Consulting staff (whoever is available at the time of consultation).

→ Business rules are out of scope. This is purely a Cobalt training & mentoring setup

We hope that you will accept this invitation. If there are queries that you need to clarify in this regard, I will be more than happy to assist.

Thanking you,

Sincerely,


Angelica Ruiz
APC Pre-Registration System
Project Manager
Project Name

Prof. Manuel Sanchez
Class Professor

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Accepted w/ terms

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Not accepted

Further notes:

- * Consulting will assign a point-person for coordination purposes.
- * Assigned Consulting point-person may assign himself or other consulting staff to accommodate a student consultation session
- * Venue of consultation is always room 504.


JV Roig
2016/10/11