Date: September 27, 2016

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

Mr. Eric Salalima
Designation: Application Developer Head

Dear Mr. Salalima

Greetings!

Project Manager, Angelica Ruiz, has requested that you serve as their Project Advisor. 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 Advisor will be as follows:

- Be aware and informed of the Project Policies and Guidelines, schedule of activities, deliverables and deadlines as imposed by the project and convey the same to the project group, seeing to it that these are well-followed;
- In constant communication with the Subject Instructor 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;
- Approves and signs project status reports;
- 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;
- Guiding the group on the duration of the project implementation, which include endorsement to external agencies or experts that can be of added help for both the group and the project;
- Be involved in the presentations conducted by the project group;
- Gives student(s) the necessary guidance to the student in the search and selection for appropriate and timely resources; and
- Outlining a process that allows ongoing evaluation of the project's quality and rigor.

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
Project Manager
APC Pre-Registration System

Prof. Manuel Sebastian Sanchez
Class Professor

☑ Accepted   9/27/2016

☐ Not accepted