A New Consulting Project

Mark has been assigned a new project for a client named John. Mark is the only person working on the project from your company. Mark reports directly to a client who directly manages the project and who is also acting as the project manager. Mark is supposed to do both the front-end and the back-end work for the client.

Mark is new to this project and although Mark has talked to the client a few times, it’s not clear what the client expects from Mark, what work Mark should be doing each day, or when they would be meeting, etc.

As you’re new to this project, you want to establish a good working relationship with the client also and show that you’re talented and you’re proactive. Draft your email to the client where you can communicate your excitement about the project and where you can ask appropriate questions to the client. Also, specify when you would send this communication and why you've picked that timing.

**Sample Email:**

To: Mr. John,

Good day Mr. John, I just want to let you know that I am thrilled to start this project with you.

However, I need some information about the project that we are going to do.

Listed below are some of my questions:

* What specific technology are we going to use in our front end?
* What specific technology are we going to use in our backend?
* Do you already have the project specification of the project?
* When can i set a zoom meeting so that i can show to you the current progress of the project, aside from giving you weekly report
* Do you have a mode of communication preferred? or can we use slack or discord instead

Looking forward to work with you

Sincerely,

Mark