

3. SCHEDULE EMAIL TEMPLATE

Dear [Name]

As SVP MJM we request your time to initiate a brief research process with **[org name]**. The purpose of this research is to arrive at insights into possible areas of engagement between **[org name]** and SVP MJM.

It would be very useful if you could help us meet the various stakeholders of different programmes (**[names of the programs]**) as follows

- Key Internal Stakeholder in-depth interviews: Meet key leaders and function heads. We would like to get an overview of the organisation's programs with their focus areas, achievements, strengths and challenges. These would be in-depth one on one conversations that would take about an hour each.
- Primary Stakeholder (beneficiaries) Conversation: Group Discussions with people whose lives have been impacted with the programs.
- Local Program Team Interactions: This could be done while visiting the programs on the ground for primary stakeholder conversation.

If there are any other key stakeholders we should meet, please let us know.

We would like to complete these processes between [time range].

Please let us know if the [proposed date] works for meetings with key internal stakeholders. **(Please share your contact number and)** I will call you to discuss the schedule that works.

Thank you

[Name] (for SVP MJM)

[Mobile Number]