

WENDELL C. HERNANDEZ

A New Consulting Project

- 1. 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.**

I trust this message finds you well. I'm Wendell Hernandez, and I was assigned to work together with mark on this project. I'm eager to dive into the project you've entrusted to me.

To ensure we're on the same page, could we schedule a brief meeting next week? I'd love to hear more about your vision, preferred communication style, and any specific milestones or deadlines you have in mind. I propose [Proposed Day and time] at [Proposed Placed], but I'm flexible.

In the meantime, any documentation or additional details you can share regarding your expectations for the front-end and back-end work would be immensely helpful.

Looking forward to a successful collaboration!

- 2. Also, specify when you would send this communication and why you've picked that timing.**

I would talk to mark about the project then I will immediately send this to the client.