

EXAMPLE 7.1

Sample Project Update Email

From: Lou Russell [mailto:lou@russellmartin.com]

Sent: Friday, April 21, 2007 11:30 AM

To: M.Y. Customer, mycustomer@lol.com

Subject: Project Schedule Update

Here is the project schedule for the May class beginning 5/22 in preparation for our call tomorrow at 10 AM. I have sorted all the completed tasks to the top so we don't have to worry about them ('X' in the far-right column). Here are the things to resolve tomorrow:

- ♦ Discuss feedback from Mark and finalize agenda, development work to be done
- ♦ Strategize and focus on the development of the script from Desiderata (I think this is the #1 priority at this time)
- ♦ Finalize the statement of work.

I will call Beth's number unless I hear otherwise. Thanks!

Lou Russell

 **President**
Russell Martin & Associates
(317) 475-9311
www.russellmartin.com

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Legend: BLACK = pending; STRIKETHROUGH = not being done; BLUE = in progress; RED = late

Project	Task	Project Manager	Task Manager	Helper	Due Date	Comments	Done
LeadMay07	Reserve dates for class	Lou	Margie	Margie	2/6/07		X
LeadMay07	Write statement of work	Lou	Vija	Vija	2/8/07	Draft to Beth	X
LeadMay07	Conduct learning audit	Lou	Lou	Lou	2/20/07	No learning audit (customer did its own)	X
LeadMay07	Assign project manager	Lou	Lou	Lou	2/27/07		X
LeadMay07	Assign course developer	Lou	Lou	Lou	2/27/07		X
LeadMay07	Reserve facilitators	Lou	Margie	Margie	2/27/07	Lou, Susan, Mary	X
LeadMay07	Reserve coaches	Lou	Margie	Margie	2/27/07	Deb, Karl, and Mike D.	
LeadMay07	Modify 360	Lou	Lou	Lou	2/27/07	No modifications	
LeadMay07	Make project schedule	Lou	Lou	Lou	3/23/07		

LeadMay07	Straw dog—agenda	Lou	Lou	Lou	Lou	3/23/07		
LeadMay07	Set learning objectives	Lou	Lou	Lou	Lou	3/23/07		
LeadMay07	Talk with Mark	Lou	Ann	Beth	Beth	3/23/07		
LeadMay07	Start holding speakers	Lou	Ann	Beth	Beth	3/23/07		
LeadMay07	Have 360 approved by customer	Lou	Margie	Lou	Lou	4/17/07		
LeadMay07	Send “Will hear from RMA” email	Lou	Margie	Lou	Lou	4/17/07		
LeadMay07	Input modified 360 questions to software	Lou	Margie	Margie	Margie	4/17/07	No modifications	