Status Report

TO: Ann Salinski

FROM: Human Resources

RE: A place for the consultants

In the last week we’ve made a huge amount of progress in finding space for each of the consultants assigned to the Growth project. We are still looking for computers and getting the phones set up, but overall we’ve accomplished more than 50% of what needs to be done. Here are the details:

The consultant team

**Kathy Sinclair Project Management Consultant**

Kathy has been hired to oversee the entire project. Kathy is a professional project manager who has been managing projects for more than fifteen years. Her wealth of experience will lend itself well to this project team.

**Thomas Boorman IT Consultant**

Thomas will build the initial Web site, train an internal person to maintain the site, and provide on-going support for the site for a three-year period. Thomas has been designing and supporting Web sites for five years and is willing to work exclusively on this project.

**Solena Hernandez Market Analyst**

Solena will do the bulk of the market research and provide recommendations to Jack and Aileen on market potential. She will also provide an analysis of the success of our various products once this initiative is launched. Solena recently left a research position at one of the big six accounting firms and this is her first position as an outside consultant.

**Susan Gianni Business Consultant**

Susan will analyze our business processes and look for any unrealized savings of time and or money. She will also provide a reality check to the team about the success of the project from an overall business perspective. Susan has been a business process analyst in the software industry for the past four years.

What’s done

They’ve been hired!

Each person has a cubicle.

The office furniture is in place.

Network accounts are set up.

An orientation meeting is set for next week.

A mentor has been identified for each consultant.

Still left do to

Get the phones installed and set up.

Find a computer for each person.

Block a conference room for the duration of the project.