Consulting Clinic _Appendix B

Dr Rizk
Program Manager Email Activity Report Format

Email addresses: HAI VU Mentor(s), Your TA, Dr. Rizk

Email subject line: Subject: Program Manager Doug Olsen -Team ABC, Team XYZ –- Activity Report #

Body: Include the following information in the email body:

Good Evening,

Project teams: Team ABC Team XYZ (as needed)
Project Titles: Home Decorating, Home Landscaping
ESCH Project mentor: Jim Rather, Carl Garrison
Program Manager: Doug Olsen
Client organization name: Martha Stewart Homes
Client primary contact: Martha Stewart

Key Accomplishments: (For Example - In the week one)
1) Formed a group of 4/5 members and assigned their respective roles.
2) Created and Agreed upon the team norms.
3) Met with the client representative/about to meet them.
4) Started gathering requirements (If already met).

Key Activities for Next Week: (For Example - In the week one List the pending activities, which you plan to address the next week)

1) Meet with client at Starbucks in Melcher Hall
2) Determine client requirements
3) Draft business case.
4) Add tasks to Gantt Chart

Problems facing the team
1) Client has no email
2) Client has not responded to phone messages
3) Team member Smith out sick for next two weeks.

Sincerely yours,
Doug Olsen

Program Manager In the event that one <mark>client has several student teams</mark>, a student program manager is appointed.   This individual will coordinate the student projects to insure integration of the projects. This individual submits a weekly activity report via e-mail, the project consultant, the TA for the course, and The Lecturer on <mark>Sunday</mark>. The activity report will summarize the work of the teams with an emphasis on coordination between the teams, the team's last week's achievements, the team's goals for the coming week and any problems facing the different teams. The goal of the report is to keep the stakeholders up to date on activities of the team. See Appendix B for formatting of the activity report. If the student Program Manager meets all of the requirements outlined, they receive 1 extra credit points on their final grade average at the end of the semester. Activity Report Presentation: Every other week the Program Manager presents their weekly activity report to the class.