

Project management e-mail business plans example

[Business](#), [Company](#)



Dear Mr. Gritsch, My team thanks the vice-president of Piper Industries Corporate for choosing us to analyze an organization's projects. Below is a document with our recommendation and analysis of the project proposal that best fits the company. Thank you, Project Manager.

Project Management Recommendation

The team has conducted a detailed analysis, on the projects Palomino, Juniper, and Stargazer. According to the analysis, the team came to a consensus that the project with the code name Palomino would be the best to implement. For different reasons, the project Palomino best suits Piper Industries Corporations. The first reason for choosing the project Palomino as the most suitable for Piper Industries Corporation is the existing technology. The already existing technology increases the feasibility of the project over and above the rest. Making use of a well-established technology reduces the challenges that would be faced in adopting other technologies as would be the case if alternative projects were considered. Secondly, the risk in the project is medium and hence manageable. Considering projects with low risk will bring low returns and would display laxity in the management capability in the organization's staff.

The project phases include: 1. Project initiation- The conception of the project is based on the fact that the project is a new line widget product for the company, and its enhancements are through utilization of the already established technology. The approval by the company's CEO will mark its initiation. 2. Project planning- The second phase in the project would be coming up with a feasible project plan. The plan's completion will be dependent on the commitment of the project team and the availability of the

experts and technicians for consultation. The whole plan will be written, well-defined and availed to all stakeholders. 3. Project execution- The developed plan of the project will be discussed by all the members of the team and the task divided among members of the project team. 4. Project performance and control- The appointed manager for the project will be the leader. The main task of the project manager would be to monitor performance as the execution progresses. It will be upon the team members to be responsible for each other and ensure proper performance and support for all that participate in the execution. 5. Project close- Upon completion, the project will be closed. Evaluation will follow, and presentation of the project for approval will be the last part of the project. The Palomino project will be completed in eight months if all stakeholders are responsible and focused on the objectives. The deliverables from the Palomino project will include a report on all the phase details, analysis, and challenges encountered in the project. The report will provide all the details on how the project was undertaken. In the event of a review, the report will provide a reference point on how to manipulate the required changes. Another deliverable will be a server upgrade in the already existing technology as required in the project. The company staff will gain knowledge on how to use the existing technology and any other upgrades put in place. Manuals on the final products and other related documents such as those used in the finances will be among the deliverables. The manuals will give details on the specifics of the products to both the client and the other stakeholders interested in the products of the Palomino project. The manuals will provide ready references throughout the projects life.