

Chief

18. 10. 2015

we would appreciate
your attention to the
following points:

1. The first point
is the need for
a clear and concise
statement of the
purpose of the
project.

2. The second point
is the need for a
detailed description
of the work to be
done.

3. The third point
is the need for a
realistic assessment
of the resources
available.

4. The fourth point
is the need for a
clearly defined
schedule of work.

5. The fifth point
is the need for a
regular and
open communication
between all
concerned parties.

6. The sixth point
is the need for a
flexible approach
to the work.

7. The seventh point
is the need for a
clearly defined
roles and
responsibilities
for all team
members.

8. The eighth point
is the need for a
regular review
of the progress
of the project.

WJH