ASK Joey Ltd Orchard Farm Offices Hanney Road, Steventon OX13 6AP

Tel: 07464 423879 Email: info@ASKJoey.uk

Client Name:

Client Address:

Client Postcode:

Client contact information:

To whom it may concern,

As of has been appointed as the Project Manager of the project at going forward all communication will go through our dedicated team and project managers. You will have access to our wealth of knowledge and support 24/7 hours a day.

What will happen next:



INITIATE THE PROJECT

The first step in project management is to define the project at a high level, clearly outlining its purpose, objectives, and desired outcomes.



PLANNING THE PROJECT

Develop a detailed

project plan that outlines
the scope, timeline,
resources, and budget. It
includes setting clear
goals, defining key
deliverables and
milestones, identifying
potential risks along with
mitigation strategies.



EXECUTION OF PROJECT

Focusing on putting the project plan into action by assigning tasks, coordinating resources, and managing day-to-day operations.

Monitoring team performance while maintaining clear communication to ensure quality of work



MONITORING AND CONTROL

Tracking the project's progress against the original plan, managing any changes to scope, cost, or schedule, and conducting regular risk assessments & quality checks. Regular status reports & performance metrics to ensure the project stays on track.



PROJECT CLOSING PHASE

The closing phase finalizes all project activities & deliverables, ensuring everything is completed to satisfaction. It involves obtaining formal approval from the council and ensuring completion of any snags for the builder

To contact us, please use the information below.

Email: <u>info@ASKJoey.uk</u>
 Phone: 07464 423879
 SMS or Whatsapp: 07464 423879

We also have a comprehensive FAQ page on our website at www.ASKJoey.uk and a ticketing system for you to send information to, at the bottom of our page our form to submit files and information along with downloadable templates.

Yours faithfully



ASK Joey Ltd