

## Project Team Communication and Coordination Services



Hello! I'm Alycia Meyers of the Writing Team. Hire me to be your Cross-Team Project Communicator.

I bring a wealth of experience that will help make your next project a success. As your Cross-Team Project Communicator, I will assist you with the execution of your project while keeping you in the leadership role. I bring 11 years' experience working on releases and have worked as the Cross-Team Project Communicator on many projects including the 17.03 New Navigation release and Payveris implementation.

### Do you need a Cross-Team Project Communicator?

Ask yourself the following six questions to determine if your project needs a Cross-Team Project Communicator.

1. Does the project involve multiple departments?

**What I will do for you:** I will use my extensive relationships with people at CU\*Answers and across the cuasterisk.com network to bring visibility and collaboration for the implementation of your project.

2. Do you need summaries to keep management and team members updated on the project meetings? Do you want these organized into a communication plan? (Do stakeholders want to hear about the project?)

**What I will do for you:** I will write communications about your project meetings and email them to groups that include upper management. I will also include them in a summary document.

3. Does this project require the creation of a team to work on the project, at minimum to send the communications?

**What I will do for you:** I will build an attendee list for meetings and for sending the communications covered in #2.

4. Does this project meet on a regular basis, for example weekly?

**What I will do for you:** I will schedule your project meetings as needed. I will lead or attend your project meetings, depending on our arrangement.

5. Does this project require a project plan and/or timeline with goals to be met?

**What I will do for you:** I will (if requested) build a project plan. Otherwise I will work with you to develop goals to be met. I will review your project goals at meetings. This will ensure we meet our deadlines.

6. Does this project involve a rollout to members? What about staff?

**What I will do for you:** I will assist with the rollout to staff or members.

### What is included?

I will provide the services agreed to that are listed on the previous page.

As the Project Leader you will remain the decision maker of the project. If I see the need for a decision to be made that is outside my role, I will engage you to make the final decision.

I will encourage team members to meet their deadlines in a friendly way and will notify you when we are not meeting the goals. As needed I will increase the team size by inviting new members. These changes will be reviewed by you. If I build your project plan, I will meet with individual team members, so everyone is aware of their responsibilities in the project.

I am available to work on a project during normal work days, between 8 AM and 5 PM ET. Special arrangements will be needed if coordination tasks are needed during non-working hours (weekends, evenings, etc.).

### Do you want to meet remotely?

Do you have people at multiple locations that will work on your project? Not a problem! I have worked on projects using Zoom, and they have been very effective.

### What is the pricing?

Below is the pricing per project.

- Per year contract: \$5,000.00\*
- Per six-month contract: \$3,000.00\*
- Per four-month contract: \$2,400.00\*

\*Project creep? Not a problem. Additional months are billed at the original monthly rate. For example, an additional month added to a six-month contract is \$500.00.

### Interested? Reach out to me so we can talk about your individual project needs.

Feel free to reach out to me if you have questions about my service. Your first consultation is free. Find me in the store at xxx.

*"CU\*Answers specializes in adding shared team services to make things happen. Alycia specializes in coordinating team communications and status updates so projects move fluidly towards their goals. I know this style of project coordination has made it easier for me to stay in the loop, make adjustments, and get excited about where we are going. I am sure she can do the same for you and your organization if you have big things to do. I hope people will get involved and Alycia can go from improving projects just for us to improving the execution of our whole network as collaborative developers."*

Randy Karnes  
CEO, CU\*Answers