Name:_____

LCCI Writing

Situation
You are the Project Manager for MFE Buildings, a construction company, and are currently managing a school building project on St Kitts, in the Caribbean. Unfortunately, there have been some problems, so you have to write an email to your client BuildEducation and their Director Philip Raven, informing him about a delay to Phase 2 of the project.

Some changes were made to the construction plan a two days ago. Read the email exchange between you (Project Manager, MFE Buildings) and the client's main architect, Peter Sonez.

To: Project Manager MFE Buildings
From: Peter Sonez, Harris Architects
Subject: Changes to School Project, St Kitts

I am writing to confirm that the client, BuildEducation, has requested changes to the building as previously discussed. This will involve building another four classrooms within the main building. Following our discussions last week, you mentioned that Phase 2 is already ahead of schedule. Can you confirm that this is still the case? If it is, would this allow us to build the four classrooms before the end of Phase 2?
I also understand that this is dependent on the new materials arriving from China by ship, as agreed. Can you confirm that these will arrive in one month?
The new plans are attached.

To: Peter Sonez, Harris Architects
From: Project Manager MFE Buildings
Subject: Changes to School Project, St Kitts

Thank you for your email and the attached plans. Just one point I need to clarify from our discussion last week – I said we could complete the work within the original schedule, providing the four additional classrooms didn't cause complications with the current building construction. I have consulted the Project Director and construction team, and will let you know when I hear from them.
With regards to the new shipment of supplies from China, these have been ordered this morning. They are scheduled to arrive in a month.

Yesterday afternoon, you checked with the Project Director and construction team and discovered that the alterations to the building that are needed to accommodate the additional four classrooms will create more work than expected, and it seems unlikely that you will meet the Phase 2 deadline. Added to that, last night the island was seriously damaged by violent storms. Read the newspaper extract below:

Island's infrastructure paralysed by storm
Storm Gordon knocked out the electricity grid last night and brought St Kitts to a halt. Fortunately, very few buildings were seriously damaged, although many trees were blown down. The worst damage was around the main harbour area, which is closed to large ships until further notice. The airport is also shut, with today's flights cancelled.

As a result, you received an email this morning from the freight forwarding company responsible for your shipment:

'We are currently unable to complete your order from China by the scheduled date because St Kitt's harbour is closed until further notice due to last night's storm damage. New shipments to the region have been suspended until it is clear when the harbour will reopen. Once it has reopened, we will deliver your shipment as soon as we can, unless you have any further instructions or you wish to cancel.'

Following on from this, you have just spoken to your Project Director who said:

'Luckily there's no damage to the construction site. That's some good news at least! If we can't get the materials to the island by boat within one month, we'll have to instruct the freight forwarders to send the goods by plane - if the airport is working normally. But that will be expensive and won't guarantee completion by the end of Phase 2 anyway. We must email Philip Raven at BuildEducation to arrange a meeting to review the schedule and budget.'

Task
Write your email to the client outlining the situation. Write 200–250 words.

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Name:_____