Outreach to Gain Meeting

Sample Communication

Hi Sam,

My manager noticed a trend in our projects where we were achieving the stated business objectives, but the projects weren’t meeting the real needs of our company. I proposed that we implement a pre-project analysis process which has contributed to a new stakeholder acceptance rate of 97%.

In preparation for an upcoming search for my next business analysis role, I am conducting interviews with BA managers here in Northern Virginia to understand their common problems and find solutions.

Some examples of typical problems include:

* Increasing team output with reduced resources
* Improving requirements quality and choosing the best solutions
* Reducing the number of unnecessary tasks performed daily by the team

Each of these problems is common, yet very solvable.

I’d love to meet with you to understand the specific problems *you and your BA team* face and provide some ideas for solutions. Are you free next Tuesday at 4:30?

Regards,

Don Hussey