

Team Member A
Address Line 1
Address Line 2

CONFIDENTIAL

September 30, 2002

Company Representative
Director
Company A
Address Line 1
Address Line 2

Re: The Sloan Project – An Analysis of the Initiative B

Dear Mr. Company Rep:

This letter confirms our understanding of the scope and terms of the organizational change analysis that we will be conducting at Company A. We, the “Sloan Project Team,” will be conducting this analysis (herein refer to as the “Sloan Project”) at the Data Center site over the next two and a half months.

Purpose of the Sloan Project

The overall purpose of the Sloan Project will be to analyze the effects of the recent merger of Company A’s Division X and Division Y teams and the resulting shift from a vertically-oriented team structure to a regional cross-functional team structure. Our goal will be to identify any organizational issues that have arisen from this reorganization and recommend solutions for resolving these issues.

Scope of the Project

The scope of this project will be to, under your supervision, review and gather any information necessary to understand the history and implementation of the reorganization and its subsequent effects on the company. We will use Sloan’s internally developed organizational analysis framework known as “**The Three Lenses.**” The three lenses framework was designed to enable us to analyze any organizational change through three different perspectives: a **strategic** perspective, an **organizational dynamics** perspective, and a **cultural** perspective. By looking at the effects of the reorganization through each of these lenses, we believe we will be able to provide you with insightful findings as to the impact of the change on your company.

Logistics and Duration of the Project

To complete our analysis, we will need you and your employees' cooperation in gathering the necessary information. Gathering such information may include:

- Reviewing documents, memos or manuals
- Taking a tour of the local facility
- Reviewing operations data
- Conducting interviews

Consequently, we will be requesting documents from you or the appropriate company representative and also meeting times with you and four to five other individuals between now and October 31, 2002. More specifically, we plan to interview the following company representatives:

- You, the Director of Field Operations
- The Data site manager
- One former Division X engineer
- At least one former Division Y engineer
- At least one member of the local sales team

These interviews will enable us to gather data on the impact of the reorganization on different members and divisions of your company and on customer experiences. We currently do not anticipate conducting more than one interview per company representative, but should we need to follow-up with a few additional questions, we will set up mutually convenient times to do so.

Overall, we plan on gathering the majority of the required information by October 31, 2002. However, we may need to follow-up with additional data requests during the month of November during our analysis of the information. Our work will be officially completed by December 6th, 2002, the date our project is due within our Organizational Processes class at the Sloan School of Management. Soon after December 6th, we will set up a mutually convenient time to present to you our final findings and recommendations.

The Sloan Project Team and Contact Information

The Sloan Project Team consists of six members. The work of the project will be divided among these team members, who will be involved in meeting with the company representatives and contacting the appropriate individuals for information. However, for convenience and to minimize disruptions to you, we have assigned two individuals as the primary liaisons between you and the team. These two liaisons will be providing you with periodic status reports and will address any concerns and questions that you may have during this project.

September 30, 2002

Company Representative

Listed below is the contact information for the members of the **Sloan Project Team**:

<u>Name</u>	<u>Email</u>	<u>Phone</u>
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Next Steps

In order for us to begin work, we will need an **approval** from you regarding the scope and terms of this Sloan Project as described above. If the scope and terms meet your understanding and approval, please sign this letter and return it to me at the above address or fax it to 555-555-5555, and retain a copy for yourself. If the scope and terms outlined in this letter does not meet your understanding of the project and approval, please contact me and I will be happy to discuss any changes to this agreement as necessary.

Ultimately, we hope that through this project we will be able to bring to light some findings that you and other members of Company A will find interesting and useful. We appreciate the opportunity to work with you on this project and look forward to getting to know you and your company better.

Very truly yours,

Team Member A

On behalf the entire Sloan Project Team:

Team Member B
Team Member C
Team Member D
Team Member E
Team Member F

Accepted by: _____
Company Representative
Company A

Date: _____