

Memorandum

Dated: 14 January 2023

To: Sales & Marketing Group

From: Praveenkumar Revankar, Product Engineering

Subject: Delay in release timelines of Feature A and Feature B.

Purpose:

The purpose of this document is to notify the cross-functional group about sudden changes in release timelines of Feature A and Feature B and to reinform the group to reprioritize certain tasks for Sales and Marketing for the release.

Background/Context:

We have been working together on our key USP features 'Feature A' and 'Feature B' for targeting their release this quarter. Due to unforeseen circumstances, there is a change in the release timelines and the new timeline will be shared shortly in Scrum of Scrum meeting where a representative from Sales has been invited.

Action:

Even though it looks like a major setback and current activities w.r.t. The release can be paused, there are certain actions that have to be performed in this quarter. The same has been conveyed in Jira, marking the work items with labels "Q1_Paused" and "Q1_Must." Please reprioritize your internal activities based on the labels in Jira and ensure a final plan reflected in Jira on or before 30 January 2023.

Conclusion:

We might be delayed with the release but we are not affecting the business. The necessary strategy is defined and put in place to ensure customers can solve their problems using our support until Feature A and Feature B release.

Thanks,
Praveenkumar Revankar

Techniques Of Writing Business Letters Memos And Reports

Michael G. Moran, Debra Journet



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