Dear Susan;

I wanted to follow-up on our conversation regarding the Camp Bow Wow Dog Park. Your idea to form a taskforce is excellent, and I would like to take the initiative to form and be the task force leader. Forming a Camp Bow Wow Park & Bark taskforce brings a number of advantages. They include the following; (discuss advantages of forming this team – 50 words)

There are a few disadvantages that you should be aware, so we will keep those in mind. The disadvantages are; (discuss disadvantages of this team – 50 words)

Keeping the team advantages and disadvantages in mind, the following will map out how I will plan, organize, lead, and control the Dog Park Task force formation, and how I will communicate with the team for a successful outcome;

Task Force Formation;

1. Planning – Based on the concepts that we covered in this week’s reading discuss how you will plan to assemble this task force and describe the various kinds of communication you will use. (150 words) -

2. Organize – Discuss how you will organize the task force activities, goals, milestones, and outcomes. (75 words)

3. Lead – Discuss how you will lead the task force, and how will you appeal and motivate your team members. (75 words) -

4. Control – Discuss how you will monitor and follow-up with your team members. (75 words)-

Summary – Recap your email by summarizing your main points. (50 words)-

Sincerely,

(insert your name here)

Camp Bow Wow General Manager (insert your city here)