The following is suggested email text for announcing the Project Management Café. Feel free to customize the invitation for your organization. For any bracketed text […], insert text appropriate to your organization   
and the Café you plan to offer.

**Project Management**

Subject: Harvard ManageMentor Project Management Café

Whether the scope is big or small, every project you lead is integral to your company's strategy and has the potential to create a lasting value. But in today’s complex business world, managing projects is rarely straightforward.

To explore what effective project management looks like in action, join us for a Project Management Café session, a learning opportunity sponsored by [sponsor] and based on material from Harvard ManageMentor. The Café will be led by [facilitator name and job title]. This hour-long session is scheduled for [date, time, web conference information or location]. The Café will boost your project management expertise by helping you to define and manage scope, effectively manage essential relationships, and monitor and manage milestones.

Before attending the Café, please complete the following eight lessons and the online assessment in the Harvard ManageMentor Project Management topic [LINK to Harvard ManageMentor Project Management topic]:

* Understand Project Management
* Establish Project Scope
* Develop a Schedule and Budget
* Assemble Your Project Team
* Manage Project Risks
* Monitor Project Progress and Problems
* Communicate with Stakeholders
* Close Out a Project

In addition, please complete and have available the following:

* The tool “Worksheet for Clarifying Project Scope” in the “Establish Project Scope” lesson of the Harvard ManageMentor Project Management topic.
* The practice activity “Attend to Stakeholders” in the “Communicate with Stakeholders” lesson of the Harvard ManageMentor Project Management topic.

Please feel free to contact [sponsor] if you have any questions about the pre-work assignment or the Café session.

Thank you. We hope to see you on [DATE],

[NAME OF PERSON OR GROUP SENDING THE EMAIL]