To: Junior Consultants  
From: David Nelson, Senior Consultant  
Subject: New Client – SPSPS

You are to meet with our new client on Tuesday. He runs a small business and has some questions about improving his cash flow, and it is up to you to get the details and specific data. You are to offer a written solution to his problem. You may need to ask him questions about the problem, or get him to ask questions.

I expect your answer will be finished at the start of our regular staff meeting on Tuesday, March 3. I am expecting two reports. The first is a letter to the client, giving a clear solution to the client’s problem. It should contain a summary of the problem and should tell him just what course of action provides the optimal solution to his problem. This is to be submitted to the client as our product. The second report is for our files. It should be a stand-alone document containing a summary of the problem along with your complete mathematical analysis and details which support your solution.

We fully expect you to represent the firm with your best efforts and we look forward to receiving your reports. Feel free to discuss your ideas with the other junior consultants in the company.
Project Evaluation Form

Name:______________________________

Part 1

Format of letter: __________ (5 pt’s)
(Does it look attractive? Is it addressed to the client? etc…)

Punctuation, spelling, grammar: ______ (5 pt’s)

Explanation of solution: (Did you give a clear, logical explanation of what the client is to do?) __________ (10 pt’s)

Part 2

Accuracy of Calculations: ______ (5 pt’s)

Accuracy of data collection: ______ (5 pt’s)

Appropriateness of mathematical methods: ______ (5 pt’s)

Could someone else look at your work and easily see what you did? ______ (5 pt’s)