

Dear [Manager’s First Name],

I’d like to enroll in PMI Ascent’s Sense & Respond: Planning Agile Projects online course and I hope you’ll approve this request.

This curated four-hour course from PMI presents the authors of the book Sense & Respond as instructors. Jeff Gothelf and Josh Seiden will teach me how to build a shared vision with my team, lay the foundation for a productive collaboration and create project plans that enable agility to ensure success for my projects.

The Planning Agile Porjects self-paced course gives me 23 instructional videos, 9 exercises and quizzes, certificate of completion, and access to Jeff & Josh! More importantly, it will help me reach my professional development goals of [xxx, xxx and xxx].

I’ve included some notable aspects of the course that I can immediately implement in my work:

1) Build a shared foundation for the ways my Agile team will work together using Team Working Agreements.

2) Active listening and productive interviewing of colleagues, customers and stakeholders, which is the fastest way to build shared understanding and alignment

3) Learning how declaring the assumptions you have about the teams and disciplines you work with begins the process of building empathy for the needs of others and ensures they are considered in our ways of working and project plan

4) Build an Agile roadmap and project plan focused on outcomes -- meaningful changes in human behavior -- rather than outputs

This interactive online course is only $299, and also provides me with Professional Development Units.

You can learn more about this course at <https://ascent.pmi.org/p/planning-agile-projects>.

Thank you,

[Your Name]