Learning objectives
Stretch your ability to synthesise ideas

Instructions

1. Read the email (below)
2. Improve areas where synthesis is lacking and ideas can be articulated more effectively
3. Find opportunities to remove excessive words.

Please see the example overleaf. I wanted to keep it all on one page rather than splitting it.

Find opportunities to improve this example

Subject: Production change freeze for core financial systems

Hi all,

ELT has approved a company-wide production change freeze from COB 17 June to 10 July to allow the Finance team to focus on EOFY activities while also protecting the production environment.

Here's what you need to know about which activities you need to stop working on over the coming month or so, even if they have already been approved by the Change Governance team.

To minimise operational risk and maintain BAU stability during the EOFY period, please follow the steps below.

Activities restricted under the change freeze

1. Change initiatives already approved by ELT and currently being built and tested in lower environments. Note: production deployments to core financial systems cannot proceed during this period)
2. Setting up new portfolios, unless you have gained permission for a critical exception from ELT
3. Changes to new Openlink scripts
4. Releases that are maintenance related
5. Deployments into production for core financial systems

Any critical changes under this category should go through the Change Governance Framework and be approved by XXX before being implemented.

Activities that can still proceed during the change freeze

1. Change initiatives that have already been approved by the ELT and are currently being built and tested in lower environments
2. New instrument setup and associated rate sourcing and curve configuration where this is important to your current projects
3. Minor configuration changes that only impact a single team and categorised as BAU. Note: significant BAU configuration should be avoided during the Change Freeze wherever possible.
4. EOFY configurations critical for client statements and accounting accruals may go ahead
5. Scheduled server / desktop / network patching and maintenance

Thanks for your support.
Mary