Hi Client Name,

I’ve attached for your review the Blueprint for the **Project Name** module**.**

The document outlines the parameters of the project, our proposed approach for the learning design, the technical specifications and a content outline.

**What happens now?**

* You’ll need to review the attached document and distribute it to your stakeholders for their feedback.
* Once you receive all feedback from the stakeholders, please **consolidate the feedback**. This means you collect the feedback together, resolve any contradictory or ambiguous feedback, and translate it into actionable feedback for us. Because you’ll need to consolidate their feedback, we recommend you organise your stakeholders to provide you with their feedback at least a day before you are due to return your feedback to us.
* Please ensure that you include your consolidated feedback as **tracked changes** to the Blueprint itself, and send the document back to us.
* We're expecting feedback on **DD/MM**. We will then implement your feedback and send the updated document back to you on **DD/MM** for sign off on **DD/MM**.

If any issues arise that you think may impact your ability to provide us with feedback by the above date, please let me know and we can work with you to help mitigate the impact.

If you have any questions at all, don't hesitate to contact me.

Regards,