[A picture containing drawing

Description automatically generated](https://www.smartsheet.com/try-it?trp=11764&utm_source=integrated-content&utm_campaign=/content/project-assumptions&utm_medium=Project+Assumptions+Gathering+Email+doc+11764&lpa=Project+Assumptions+Gathering+Email+doc+11764)**PROJECT ASSUMPTIONS   
GATHERING EMAIL TEMPLATE**

TO: [Recipient(s) of Email]

FROM: [Your Name]

SUBJECT LINE: Send Me Your Assumptions: [Name of Project]

Dear Team,

We are ready to kickstart the planning phase for [insert project name]. The goal of this project is [insert the project goal]. However, before we begin, we need your input: your assumptions about the project. Assumptions are factors we accept as true or certain, without proof, at the start of a project. By identifying assumptions before the project commences, we can better manage and mitigate any associated risks.

Please consider what you assume to be true about the following areas for this project:

* Human resources
* Materials and equipment
* Work location and conditions
* Budget and costs
* Schedule
* Third-party contributors
* Other factors

Kindly reply to this email with your responses no later than [insert date and time].

Thank you for investing your time and thought into these assumptions. I look forward to working with each of you on this project!

Sincerely,

[Your Name]   
[Contact Information]

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