

Director's Letters – Region 5

1. Region	5
2. Project Contact	
Name	Bill Grogan
Phone Number	601-634-2226
Email	William.p.grogan@usace.army.mil
3. Project Category	Communication
4. Project Description	Director's Letters
5. The Process (What you did, When and How)	As region 5 Director, I have been composing letters on a regular basis and shared with the Region. I try to keep the letter to one page and address an issue or issues of general interest that the Board of Direction has been instrumental in effecting. I share these with the governors to share with their section. The Louisiana section includes it in their newsletter, some sections send out as an email, and most post on their section web page.
6. Those in Charge (Committee, Task Committee, Etc.)	
7. Time Frame (When Started, When Completed)	
8. Success Factors (The Parts that Worked Really Well)	I have had a lot of positive feedback from members in that they appreciate some direct communication on what is going on from their local Director.
9. Setback Factors (The Parts that did Not Work Well)	
10. Creativity (This is something off the wall that we did)	
11. Administration (What was most Important)	
12. Follow-Up (What was most important?)	

13. Recommendations (What you should ALWAYS do with this project?)	
14. Cautions (What you should NEVER do with this project?)	
15. The Outcome	
16. Ongoing Activity (Would you do it again?)	Yes
17. Speaker Contact information (person from your Region who would be willing to speak about the Best Practice)	
Name	Bill Grogan
Address	9 Lafayette Circle, Clinton, MS 39056
Phone Number	601-634-2226
Email	William.p.grogan@usace.army.mil
18. Additional Comments	