

This letter can be considered a reference example using the M.I.C.R.O. approach, intended solely for students of PMSS.

Dear student,

welcome to PMSS, which will start next Friday, Feb 21. I am enthusiastically looking forward to sharing three months with you. The information contained in this email is essential for your attendance; you will fruitfully enjoy the start of the course, only by reading now and carefully the instructions I am providing below.

On Feb 28 (second lecture), the lecture will start with a “Madness Session”. Each of you will be assigned one minute (60 seconds, not one more) to introduce her/himself in front of all the others. I expect to learn from all of you: 1) your name and origin, 2) what is your passion in life, 3) what is your ambition in professional life, 3) what is your best personality trait, 4) whatever else you believe describes you. Feel free to be creative and informal. To support your speech, you have to prepare one powerpoint slide (only one, no more than one). Feel free to use such supporting tool in the way you feel more appropriate and useful for the message you want to convey.

How can you provide such amount of information in only one minute? By using the combination of your words, voice, gesture and slide, in a smart and personalised way.

This kind of approach is used sometimes in recruiting processes by big companies, and other contexts; there are so many aspects of your personality that can be presented in 60 seconds!

Please consider precisely the following instructions. We need to receive via email your slide (.ppt or .pptx) by Wednesday, February 26, at 12 am. Students failing to deliver the slide by this precise deadline will not be admitted to the Madness Session. The file will be named: yourUI_yourfamilyname, e.g. 23_Verdone.pptx or 03_Baldini.ppt. What is “yourUI”? It is your Unique Identifier, which you can read from the file “Students attending the course, 2020” now published in the top of this webpage: <http://www.robertoverdone.org/project-management-and-soft-skills/> . The email you will send shall have subject: “PMSS - Madness”. It has to be sent (only) to: a.baldini [at] unibo.it.

Looking forward to meeting you all on Feb 21.

Best regards

Roberto Verdone