

Sue, the Contracts Manager



Characteristics

- Age: 25
- Computer and web Savvy
- Detail oriented
- Deadline driven
- Uses her time efficiently

Goals

- Get contract information on the website ASAP. It's always last minute.
- Make updates to the website as new documents and information become available to her.
- Ensure information is available, on the website, at the proper time to meet legal requirements.
- Let contractors know when changes are made to the site.
- Create reports throughout the year to show financial budgets. Reports need to be created quickly so she can get back to other tasks.

Emotions

- Hates that she often has information to be added to the website ASAP because she gets the info at the last minute.
- Hates adding more to someone else's workload, especially at the last minute.
- Takes pride in her work.
- Ensures everything is accurate and on time.
- Goes out of her way to get info out on time, even if she has to work over time.