

Appendix E

Focus group invitation letter

Dear Sir/Madam,

I am a research student in the School of the Built Environment at Herriot-Watt University in the UK, conducting research under the supervision of Dr. Graeme Bowles and Dr. Zhen Chen. I am researching better management of variation orders in the Saudi public construction projects at the design stage.

The researcher developed a model to improve the practice of variation order management in the Saudi public construction projects through integrating the basic principles of variation order management with the power/interest matrix. The aim of the validation exercise is to test the model's effectiveness, clarity and applicability.

Please, I respectfully ask you to accept the invitation and participate in the focus group session to contribute the development of the research. The focus group sessions will be held at Le Meridian Jeddah Hotel. Participants can choose one of these times:

1- 07th Jan 2014 at 7pm for 2 hours.

2- 08th Jan 2014 at 7pm for 2 hours

Please e-mail me back at your suitable time to confirm the number of participants. Be assured that the data collected will be kept confidential and no firm, organisation or individual will be identified in the thesis or in any report or publication based on this research. A copy of the summary report will be made available if required. Also, I ask your permission to take some photos to include it in the research appendices.

I would also like to assure you that this study has been reviewed and received ethics clearances through the office of research ethics at Heriot-Watt University.

Note: Coffee break will be provided.

Thanks in advance for your co-operation.

Yours sincerely
Jawad Al Suliman
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