

Sample Topic Memo

Memorandum

Date:

From: Jane M. Doe [be certain to initial the memo: JMD]

To: Course Instructor

Subject: Proposal to conduct... [name of your project]

Purpose

What is the purpose of this memo?

Introduction

Objective of the project

Statement of the problem you will solve

Background and significance of the problem

Assumed reader of your formal report

Reader's motivation for reading your formal report

Problem/Solution Analysis

Scope of the project (including the type¹ of report you will create)

Methods and procedures you will use to solve the problem

Resources you will use: Facilities (labs, equipment, etc.)

Personnel (subject matter experts, interviewees, etc.)

Literature (books, journal articles, web sites)

Task breakdown and timetable (include a Gantt chart)

Audience Analysis of Client

Using the information developed from the Audience Profile Sheet (Markel pp. 102), explain your possible audiences.

Qualifications and Experience

How are you qualified to do this project? Explain using specific details (you may refer to your Letter of Introduction).

Costs

Will this project cost you any money to conduct? If so, itemize the costs (explain and justify), which might include transportation, equipment, printing, photocopying, binding, etc.

Conclusion

State why you think your project is worthwhile

Project what information your formal report will contain

Call for action (explain what is it you want your instructor to do)

¹ Recommendation Report, Feasibility Study, White Paper, or other format as approved by your instructor.