

# 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 proposal and report

Reader's motivation for reading your formal proposal and report

### Problem/Solution Analysis

Scope of the project (including the type<sup>1</sup> 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 following information explain your possible audiences.

Who is your reader (education, professional experience, job responsibility, cultural characteristics)?

What are your readers' attitudes and expectations (attitude toward you, toward the subject, expectations about the subject and final document)?

How will the reader use your document (read it, route it, file it)?

### Qualifications and Experience

How and why are you qualified to do this project? Explain using specific details (you may refer to your Memo of Introduction or e-résumé).

**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. Include a budget table.

**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)

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