BENCHMARKING MEMO

To: Your Project Team

From: Your Name

Date: Today’s Date

Subject: Your Memo Topic

# Introduction

The opening section of a memo must clearly state the subject matter and its purpose. Your readers must be able to judge the value gained by reading the memo.

# Key Terms

List and define any terms which may be unfamiliar to the reader.

# Main Body (Put your own section title here.)

Conduct a literature review, benchmarking study, state of the art survey of past work (or commercial products), and so on that are appropriate according to your assignment. Answer relevant questions in your assignment. Collecting facts alone is insufficient - you must provide your own analysis (interpretation of information collected in terms of your assignment).

Be sure to make appropriate citations to references. If a source is a book or long report, a citation in text must include the page numbers.

Use tables, figures, and graphs as needed to clarify understanding and explain concepts. **Each figure/table must have a descriptive caption and must be cited at the appropriate point within the memo.** Please use MS Word’s Captions features, including cross-references, to automatically update caption numbers. They are available under the References menu tab.

Use sub-headings to organize your thoughts and make them more understandable to the reader.

# Summary and Conclusions

Based upon your research, succinctly describe you major findings and their implication to your project. Make appropriate recommendations as needed.

* How and why are your findings relevant?
* How can the team productively use this information to move forwards?
* What do you propose as next steps?

# References

Your readers must be able to quickly access your information sources and confirm (validate) the information cited in the memo. List all sources of published information that are directly quoted or used to support your discussion and analysis. **All references must be cited at the appropriate points within the memo.**

Information posted to the Internet is typically dynamic and may change or be removed. Make sure to document when you obtained (accessed) it.

When you reproduce or include a modified image (picture), figure, or table, document the source information in the caption.

MS Word’s Citation & Bibliography features that are available under the References Tab are extremely useful. We recommend IEEE or APA style because they are citation styles supported by MS Word.

For more information, see:

* <http://www.ieee.org/documents/ieeecitationref.pdf>
* <https://www.asme.org/shop/proceedings/conference-publications/references>
* <https://apastyle.apa.org/>