Benchmarking MEMO

To: Your Project Team

From: Your Name

Date: Today’s Date

Subject: Your Memo Topic

# **\*\*\* Delete the instructions in blue before submitting your memo. \*\*\***

# **Introduction**

Define the purpose (scope) of your memo.

# **Key terms**

List and define key terms used in this document.

# **Section Title (Put your section title here.)**

A typical memo includes the following contents:

# Method describing your approach/strategy for benchmarking.

* Results reporting your findings.
* Analysis describing the implications of your findings to your project.

# **Recommendations**

Based on your research, give recommendations for the application of this concept/topic to your project.

**References**