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.

# **Method**

Describe your approach/strategy for benchmarking.

1. **Results**

Report your findings.

1. **Analysis**

Analyze and describe the implications of your findings to your project.

# **Recommendations**

Based on your findings and analysis, recommend how your team uses them to make progress.

# **References**