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**

This is the first section of the memo. It must clearly state the memo topic and its purpose in your design project. It should be written such that the readers are able to understand the importance and relevance to your project.

# **Key terms**

List and define key terms used in this document.

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

Conduct literature review, benchmarking study, detailed survey of past work (or existing products), on the topic assigned to you. Summarize the key findings, your analysis (interpretation of the findings and the relevant information) and its usefulness to your project.

* Use appropriate tables, figures, and graphs for better understanding and explanation of concepts.
* Include appropriate citations to references.
* Use sub-headings to organize the content and make them more understandable to the reader.

If required add additional sub sections and given appropriate title.

Sub Heading 1 Title (As appropriate)

Sub Heading 2 Title (As appropriate)

# **Recommendations**

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

**References**