Clarification Memo (individual assignment)

Memo format

- Written to someone inside your own organization
  (letter written to someone outside)
- Begin with purpose of memo (first paragraph)

Directed to project manager (mentor)

- Convince project manager that you understand 
  purpose, specifications, constraints of project
- Ask questions about
  - Matters you may not understand or
  - Omitted from project description
- cc team (bring 2nd copy to class)
  - Discuss project and
  - Make sure that you understand project same way

Second paragraph

- Describe the project as you see it
  - What has the client asked you to do?
  - What needs has the client defined?
- Use bullets to emphasize any points (optional)
Next paragraphs

- Ask questions
- Ask for clarification

Study *client memo*, use *keyword* analysis

Final paragraph

- Express your *interest* in project
- State your *enthusiasm* to work on project
- Invites the project manager to answer questions
- Gives contact information (probably e-mail)

Do *not* sign memo at bottom

- Initial the memo at top, right after your name
Memorandum for: Deanna Young, Project Manager  
From: Matt Young, Handyman [initials]  
Subject: Interior lighting of living room [meaningful subject]  
Date: January 14, 2005

The purpose of this memo is to outline my understanding of the project to supply efficient lighting for the living room at 1000 Pitchblack Road in Boulder.

The problem is to replace the lighting system in the living room, an area of approximately 18 x 15 ft. The living room houses a small couch, 4 rocking chairs, an antique carpenter’s chest, and an assortment of sideboards such as an antique dry sink. The lighting is to be:

- as efficient as possible and
- white, that is, a color temperature of 2700 K or more

In addition, there are constraints:

- a ceiling light is prohibited,
- glare must be minimized,
- the old color photographs on the walls must be protected from short-wavelength light, and
- the cost must be less than $200

I am not clear, however, how many individuals you anticipate will use the living room at one time, whether all will require sufficient lighting to read or perform some
other task, and whether you plan to rearrange the furniture in the room from time to time.

I am looking forward to undertaking this challenging project, and I understand that I will be allowed to wash the dishes for 40 years if I am successful.

Please let me know when you decide to assign me the task and give me your approval to continue. You may respond by e-mail, mmyoung@mines.edu, or by leaving a note under my plate.

[no initials, no signature]