

## Homework: The Memo – 5 points

**Purpose:** To compose a reader-centered memo that communicates important information about your team and how you think you will run and complete your project. If you are not working in a team, your memo should outline the ideas you are considering for Project 3, the proposal to address a local problem

**Audience:** Your instructor, your peers, your community partner/client, future potential employers

### The Assignment

Beyond the professional email, the document you will probably write most in the workplace is the memorandum, or memo. Write a reader-centered memo that outlines the following information:

- Team name and project (service-learning or non-profit information report)
- Team member contact information (emails and phone numbers)
- Team member responsibilities
- Project goal and objective
- Gantt chart project calendar
- Work plan and plan for how you will collaborate with your community partner/client (this should include who your POC is with your partner and her/his contact information)
- Conflict mediation and resolution plan, along with a plan for firing a team member
- Plan for running meetings, along with when, where, and how often they will occur (1 per week)
- Plan for collaborative workspace (I recommend Dropbox, but some people like GoogleDrive)

If you are working individually for Project 3, your memo should outline the following:

- Two or three issues you are thinking about researching for Project 3
- Some background on each of these issues
- The stakeholders involved in the issue
- The decision makers who will make up your primary audience
- Some solutions others have tried to address the problems and why they haven't worked
- Project goal and objective
- Gantt chart project calendar
- Work plan and plan for how you will collaborate with your community partner/client (this should include who your POC is with your partner and her/his contact information)

Please use the applicable chapters in the Anderson text to help you write your memo.

### Goals of the Assignment

The goals of the assignment are to accomplish the following:

- Writing Process – Develop and understand various strategies for planning, researching, drafting, testing, and revising a reader-centered memo
- Research – Understand and use secondary and empirical research methods to produce a memo and collect feedback from your readers
- Technology – Use desktop publishing (MS Word, PowerPoint) to help you develop your memo
- Document Design – Learn to communicate with visual information, understanding and implementing various principles of format, layout, and design of a memo with a visual (the Gantt chart)

- Team Work – Develop and communicate a sense of identity for your team, as well as a plan for how your team will collaborate to complete your project
- Individual Work – Develop and communicate an idea of your work plan for the term
- Complex Audience – Compose a professional document that will be read by your instructor but also your community partner/client