



NO. _____

DATE _____

MEMORANDUM FOR THE DIRECTOR, _____
SUBJECT: _____

EXECUTIVE SUMMARY

This memorandum provides a summary of the proposed project and its objectives. The project aims to _____

Item	Description	Status	Responsible Party
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

The following details the specific objectives and outcomes expected from the project.

DETAILED DESCRIPTION

Activity	Start Date	End Date	Progress	Notes
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The project is currently on track and is expected to be completed by _____.