

Technical Memorandum (TM)

TO: MEEN 489 Students
FROM: Class instructor
Subject: Writing Technical Memos
Date: February 1, 2011

SUMMARY OF THIS MEMO

This memorandum explains (and demonstrates) how to write a technical memorandum (TM). Webster's defines a memorandum as a "*usually brief communication written for interoffice circulation . . . a communication that contains directive, advisory, or informative matter*". Adding the adjective "*technical*" implies a certain degree of structure both in format and content. A TM is a concise and well written communication approximately three to six pages long¹ that:

- defines a task,
- specifies the objectives of the task,
- identifies and outlines a solution method and/or an experimental procedure,
- reports and discusses the results of implementing the solution and/or the recorded performance from field or laboratory measurements, and
- provides conclusions and recommendations.

It is often necessary to include appendices containing data, sample calculations, etc. to support statements made in the main body of the Memo. A description of the various parts of a TM follows.

HEADING

The heading should follow the format of this memo. The tech memo must be dated. (All correspondence, analysis, etc. should be dated.) The heading of a memo contains parts for "TO", "FROM", and "SUBJECT". The TO part identifies the recipient of the memo by name and title, i.e., a manager or a superior or a customer. The FROM part identifies you by name and position; e.g., Joe Studious, Shop Manager. The SUBJECT part is equivalent to a title and tells what the memo is about as completely and concisely as possible.

EXECUTIVE SUMMARY

Concisely define the task in terms of the objectives of the work and specify any restrictions or constraints. Summarize the major findings, conclusions and difficulties found. Sound engineering practice demands a precise usage of technical terms and short sentence structure. This is not an introduction; do not give a lot of background and motivation. The recipient of the TM(may be) is knowledgeable about your work and you do not need to explain to him/her why you are doing it. You must explain exactly what you are going to do, but you do not need to give the motivation for the project. (The total length of this section should not exceed 200 words).

METHOD

Describe the method used to solve the problem (theoretical, experimental, or both) including any major assumptions, derivation of important equations, and/or experimental procedures. Describe the physics of the problem, show assumptions for the physical model and the governing equations of motion, including boundary and initial conditions. Provide a concise nomenclature to follow.

This section almost always requires some sketches or drawings, i.e. figures. The main text should always refer to the figures before they appear. The writer needs to explain the items depicted with attention to trends

¹ Type font should be maximum 12 points, 1 or 1 1/2 spaces and with 1 inch margins in 8 1/2 by 11 inch pages.

Memorandum 2011 Electro Technology

Michael Seilmaier



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Project Management of Large Software-Intensive Systems Marvin Gechman, 2019-03-11 The book describes how to manage and successfully deliver large complex and expensive systems that can be composed of millions of lines of software code being developed by numerous groups throughout the globe that interface with many hardware items being developed by geographically dispersed companies where the system also includes people policies constraints regulations and a myriad of other factors It focuses on how to seamlessly integrate systems satisfy the customer's requirements and deliver within the budget and on time The guide is essentially a shopping list of all the activities that could be conducted with tailoring guidelines to meet the needs of each project

Transmission, Distribution, and Renewable Energy Generation Power Equipment Bella H. Chudnovsky, 2017-03-07 The revised edition presents extends and updates a thorough analysis of the factors that cause and accelerate the aging of conductive and insulating materials of which transmission and distribution electrical apparatus is made New sections in the second edition summarize the issues of the aging reliability and safety of electrical apparatus as well as supporting equipment in the field of generating renewable energy solar wind tide and wave power When exposed to atmospheric corrosive gases and fluids contaminants high and low temperatures vibrations and other internal and external impacts these systems deteriorate eventually the ability of the apparatus to function properly is destroyed In the modern world of green energy the equipment providing clean electrical energy needs to be properly maintained in order to prevent premature failure The book's purpose is to help find the proper ways to slow down the aging of electrical apparatus improve its performance and extend the life of power generation transmission and distribution equipment

The Kremlin Strikes Back Steven Rosefielde, 2016-12-15 America and Europe responded to Russia's annexation of Crimea on March 18 2014 by discarding their policy of East West partnership and reverting intermittently to a policy of cold war The West believes that this on again off again second Cold War will end with Russia's capitulation because it is not a sufficiently great power while the Kremlin's view is just the opposite Vladimir Putin believes that if Moscow has strategic patience Russia can recover some of the geostrategic losses that it incurred when the Soviet Union collapsed The Kremlin Strikes Back scrutinizes the economic prospects of both sides including factors like military industrial prowess warfighting capabilities and national resolve addressing particularly hot button issues such as increasing military spending decreasing domestic spending and other policies Stephen Rosefielde aims to objectively gauge future prospects and the wisdom of employing various strategies to address Russian developments

Research Anthology on Citizen Engagement and Activism for Social Change Management Association, Information Resources, 2021-11-26 Activism and the role everyday people play in making a change in society are increasingly popular topics in the world right now especially as younger generations begin to speak out From traditional protests to activities on college campuses to the use of social media more individuals are finding accessible platforms with which to share their views and become more actively involved

in politics and social welfare With the emergence of new technologies and a spotlight on important social issues people are able to become more involved in society than ever before as they fight for what they believe It is essential to consider the recent trends technologies and movements in order to understand where society is headed in the future The Research Anthology on Citizen Engagement and Activism for Social Change examines a plethora of innovative research surrounding social change and the various ways citizens are involved in shaping society Covering topics such as accountability social media voter turnout and leadership it is an ideal work for activists sociologists social workers politicians public administrators sociologists journalists policymakers social media analysts government administrators academicians researchers practitioners and students

Spy Ships Norman Polmar, Lee J. Mathers, 2023-07 Spy Ships highlights specialized naval ships used for collecting intelligence and reveals their major impact on military operations and national security

Handbook of Research on Civic Engagement and Social Change in Contemporary Society Chhabra, Susheel, 2018-02-23 Outreach and engagement initiatives are crucial in promoting community development and social change This can be achieved through a number of methods including public policy and urban development The Handbook of Research on Civic Engagement and Social Change in Contemporary Society is a critical scholarly resource that examines the unexplored field of applying social change to civic engagement in an effort to enlarge public welfare activities Featuring coverage on a broad range of topics such as civic education sustainable development and child labor this publication is geared towards academicians researchers and students seeking current research on civic engagement and public welfare

Advanced Control Technologies for Distribution Grid Voltage and Stability with Electric Vehicles and Distributed Generation John Mead, Vaibhav Donde, John Garnett, Pacific Gas and Electric Company, 2015

Federal Register , 2013-02

Arkansas Law Review , 2013

Board of Education of Roxana Community Unit School District No. 1 V. Illinois Pollution Control Board , 2013

The Production of Printed Circuits and Electronics Assemblies with Particular Reference to Metal Deposition and Related Processes Charles Robert Draper, 1969

McKinney's Session Laws of New York New York (State), 2007 Comprising authentic text of the laws together with other valuable legislative and executive material

The Electrical Engineer's Reference Book Maurice George Say, 1964

Aerospace Technology , 1968 Vol 21 no 3 July 21 1969 includes 11th Annual world aerospace encyclopedia

Daily Report , 1993

Technology Review , 2005

The British National Bibliography Arthur James Wells, 1992

Code of Federal Regulations, Title 48, Federal Acquisition Regulations System, Chapter 1 (PT. 1-51), Revised as of October 1, 2016 Office Of The Federal Register (U S, Office of the Federal Register (U S), 2017-03-09 The Code of Federal Regulations is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the United States Federal Government This print ISBN is the official U S Federal Government edition of this title 48 CFR Chapter 1 Parts 1 51 covers the Federal Acquisition Regulation System In this volume you will find rules processes procedures and regulations pertaining

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Global Sources
Electronic Components ,2007 *Promotion of Activities Relating to Combating Cybercrime, Including Technical Assistance and Capacity-building* United Nations. Economic and Social Council,2013

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