BOSTON UNIVERSITY Boston University Initiative on Cities METROBRIDGE

MetroBridge Project Memo

To:

From:

Date:

RE:

Introduction

Include in this section:

- ✓ Purpose of the memo
- ✓ List important information that will follow
- ✓ Length: 3-5 sentences

Research Question & Methodology

Include in this section:

- ✓ Purpose of the project
- ✓ Data collection plan
- ✓ Length: 5-7 sentences

Key Findings

Include in this section:

- ✓ Highlights from research
- ✓ Graphics (if applicable)
- ✓ Length: 10-15 sentences (this should be the largest memo section)

Recommendations/Next Steps

Include in this section:

- ✓ Specific action items (with examples, if available)
- ✓ List of key players involved
- ✓ Length: 7-10 sentences

Evaluation

If applicable, include in this section:

- ✓ How to measure if your recommendation(s) successfully address the issue

- ✓ Explanation of data collection sources/process
- ✓ Length: 5-7 sentences

Closing

Include in this section:

- ✓ Briefly reiterate key findings and recommendations
- ✓ Share where to find further information or ask follow-up questions
- ✓ Length: 5-7 sentences

Appendices

Add additional graphics/images here as needed