

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

Bella H. Chudnovsky



Memorandum 2011 Electro Technology:

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

Civil Judgments at First Instance Zhixun Cao, 2025-02-19 This book provides an in depth discussion and introduction to Chinese civil procedure from both a theoretical and practical perspectives as well as a comparative study of its relevant systems with those of the West The subject matter of this book is Chinese civil judgments Judgments as the final judicial product which affects the legal relationship between both parties or even multiple parties provide a desirable objects to observe and evaluate the service of judicial proceedings and the protection of the parties procedural rights And since judgments are in most cases regarded as the default termination of any civil litigation there is no need to argue for a comparative study on this topic which has already inspired Chinese doctrines and newest reforms One of the aims of such research is to modernize Chinese civil justice considering the experience of leading legal counterparts Next to the theoretical analysis this book introduces empirical data in China to the English literature which could provide a vivid illustration for legal researchers to be better informed about the Chinese legal system and its real version of rule of law In other words this book likes to describe the real judicial practice in China and summarize how Chinese lawyers understand and facilitate the production of civil judgments Moreover this book intends to focus on the adjudicative techniques in the civil litigation which should constitute the mutual basis of most civil justice Even there is no well developed theory under the name of Adjudicate

Techniques in some jurisdictions it is not uncommon to discover some principles methods institutions and practical operation which is functionally and substantially comparable to the ones in other civil justice systems *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 **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 *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 **Federal Register** ,2013-02 *Arkansas Law Review* ,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 **High Frequency Over-the-Horizon Radar** Giuseppe Aureliano Fabrizio,2013-07-09 THE MOST COMPLETE GUIDE TO HIGH FREQUENCY OVER THE HORIZON RADAR Written by a leading global expert on the topic High Frequency Over the Horizon Radar provides in depth coverage of the signal processing models and techniques that have significantly advanced

OTH radar technology This pioneering work describes the fundamental principles of OTH radar design and operation and then delves into the mathematical modeling of HF signals received by actual OTH radar systems based on experimental data analysis Numerous examples illustrate the practical application of modern adaptive signal processing techniques to real and simulated OTH radar data This authoritative text covers skywave and surface wave systems and is an invaluable resource for researchers engineers and practitioners working with OTH radar systems and technologies

Promotion of Activities Relating to Combating Cybercrime, Including Technical Assistance and Capacity-building United Nations. Economic and Social Council, 2013

Machinery, 1959

Kentucky Rules of Court, with Amendments, 2014

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Annual Report Bangko Sentral ng Pilipinas, 2005

Minnesota Law Review, 2012-12

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