Company Name

Memo

|  |  |
| --- | --- |
| To: | IT Department |
| From: | Your Name |
| cc: | Name |
| Date: | Date |
| Re: | Project Expectations |

Included is a list of concerns and expectations for the upcoming project to benefit our company.

# Project Background

# Business Responsibilities

# Technology Requirements

# Sourcing Recommendations

# Policies to be developed