Engineering Project PRAV Memo Concept

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This document provides an outline for engineering industry memos used for short correspondence, longer write-ups, or project proposals.

PRAV – Problem, Research, Action, Value

Problem – give a concise description of the problem at hand. What are the bigger picture implications? What are the engineering challenges?

Research – provide a list or summary of resources that you used to get a better understanding of the problem. Researching the problem and sharing what was learned shows that you have an organized approach and that you have assessed the appropriate actions/solution.

Action – Either the actions that you took to amend the problem or the plan for approaching the issue. This should include either a verification of the ideas suggested in your research or an explanation of why the preliminary research was not applicable.

Value/Next Steps – Describe the meaning and worth of these actions taken to resolve this problem. This could be in the context of an immediate, small scale issue, a longer-term task within a project, or for an entire project proposal.

Title formatting:

Memo Name

Project Name

Author, Position, Organization

Date