



B5 - Professional Writings

B-FRE-501

Professional Memo

memorandum



Professional Memo

binary name: professional_memo.pdf
delivery method: GitHub



As an IT project manager, write a **** professional memo **** for your work team members to inform them of ***** (choose one of the two topics below) *****:

- the organization of the work to be done on the project;
- the new procedure to be followed.

Your memo must be based on a real project: an EPITECH project, or one that you carried out during an internship, your EIP project, a HUB project ...



A memo should not exceed 1 page, and should give clear and precise information! Keep in mind your goal: to synchronize a work team.