MEMO REPORT

TO: Carlee Naden

FROM: S Q Abdullah Al Mamun

SUBJECT: Planning choice for slidecast

DATE: September 25, 2025

My purpose for this memo is to outline my plan for Project 2. I will create an extended technical definition explaining what password managers are and how they differ by type. This memo describes the audience, need, rhetorical moves, and organizational pattern for my slidecast.

Audience:

The slidecast is intended for employees at a small business without formal IT support. These employees often juggle multiple work-related accounts and struggle to create and store strong passwords securely.

Need:

After viewing the slidecast, the audience will understand what password managers are, the types available (cloud-based, local, and browser-based), and the advantages and disadvantages of each. This knowledge will help them decide which type best meets their workplace needs.

Rhetorical Moves:

I will use classification, comparison, and advantages/disadvantages to explain the three main categories of password managers and help the audience clearly see which solution fits their situation.

Organizational Pattern:

I will use a classification + advantages/disadvantages organizing pattern to compare the three types and highlight their trade-offs.

Conclusion:

This plan will give employees practical, actionable knowledge about password managers so they can make an informed decision. Please let me know if you have any questions about my planning choices.