

Memo Writing for Project Submission

To: Project Teams

From: Emily Thompson, Project Director

Date: February 5, 2025

Subject: Guidelines for Upcoming Project Submissions

As we approach the end of our current project cycle, I want to outline the procedures and deadlines for submitting your project deliverables. These guidelines are intended to ensure that all documents are submitted in a timely and organized manner, facilitating a smooth review and final approval process.

Submission Details:

- **Deadline:** All projects must be submitted by March 31, 2025, no later than 5:00 PM. Late submissions will be subject to a review delay and may impact the project approval process.
- **Format Requirements:** Submit all project documents in PDF format. Ensure that documents are complete, include all necessary sections, and adhere to the outlined formatting guidelines provided earlier this year.
- **Submission Portal:** Use the central project submission portal to upload your files. Ensure that files are correctly named according to the project naming convention: [ProjectName]/[Department]/[Date].

Documentation to Include:

- **Project Report:** Detailed final report including objectives, methodologies, results, and conclusions.

- **Financial Summary:** Overview of the budget allocation, spending, and financial outcomes.
- **Supporting Documents:** Include any relevant supporting materials such as data sheets, third-party assessments, and stakeholder feedback.

Review Process:

Upon submission, projects will undergo an initial compliance check to ensure all required documents are included and correctly formatted. Projects passing this initial phase will then be reviewed by the project committee, which will evaluate the substance and outcomes of the work.

Feedback and Revisions:

Feedback will be provided within two weeks of submission. If revisions are necessary, detailed comments will be included, and teams will have until April 15, 2025, to submit revised documents.

Conclusion:

Adhering to these guidelines is crucial for a successful submission and review process. Please organize your team's efforts to meet the submission deadline with all required documentation properly formatted and complete.

Thank you for your hard work and dedication to successfully completing your projects. Let's ensure that the final submissions reflect the high standards of our organization.

Attachments: Project Submission Checklist, Formatting Guidelines PDF, Access Instructions for Submission Portal