

Technical Memorandum [#]

To: [RTI Project Manager]

From: CTR RS/Research Team: [Names]

Subject: TxDOT Project #-#### – Tech Memo #

Date: 00/00/0000

Tech Memo Title

A tech memo should document the task activities and/or results. There’s no minimum or maximum length; submitted TMs have ranged from 1 paragraph to 70 pages, although the majority run around 3 to 7 pages.

* For a report-style tech memo, you can just start the text on this page.
* If the tech memo was delivered as a PowerPoint presentation or other non-report format, use that file as documentation with this page as a cover sheet.
* **Pro tip**: if your final project will combine the tech memos as chapters, use the CTR report template to format your tech memos. The autonumbering function of the report template’s styles should (theoretically\*) automatically update when the files are combined, saving you some time on organization.

For editing, email the tech memo to CTR Docs (ctrdocs@engr.utexas.edu).

For shorter (30 pages or less) report-style tech memos, allow the CTR editor 2-3 working days for editing. For longer tech memos, please allow 4-5 working days. The editor will submit it for you to the TxDOT PM.

\*Microsoft Word’s good behavior not guaranteed.