Memo

[Name of the Writer]

[Name of the Institution]

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|  | Campton Enterprises |

Memo

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| To: | Executive Staff at the U.S. Army, Ground Forces and Special Operations |
| From: | [Your Name] |
| cc: | [Name] |
| Date: | [Click to select date] |
| Re: | Project update |
|  |  |

**Introduction:**

 I am writing this memorandum as the Project Manager of the Campton enterprises.

First of all, I would like to welcome you on board and greatly appreciate your choice of products that you have made from out widely available range of products. As per my knowledge, you have ordered 200 units of Specialized Backpacks with an Innovative Refrigerator and a Radio Module. The product has been specially designed to cater to the needs of military individuals as they have to travel and stay in remote areas where there are no facilities like refrigerators. The project has been specially designed and developed keeping in mind the needs of the US Army, covering two departments i. e., Ground Forces and Special Operations.

**Customer:**

US Army is a prestigious organization working for the defense of the country. Especially the ground forces, which performs its duties while remaining on land and making movements as per their duties. Special Operations is another major and crucial department of the US Army carrying on secret and confidential projects for the security and solidarity of the country.

**Initial program action items**

 As a Project manager, my utmost priority is to deliver the project within the committed time, as in three committed dates. The second most priority would be completing the project within the proposed budget, which has been initially set at $ 1,500,000 so that it can be fruitful both the customer and the organization as well (Turner, 2014). I plan to make all these achievements within the decided time so that a long-term relationship can be developed between Campton Enterprises and US Army and more deals can be locked between the two in the future.

**Project Risks / Risk Mitigation strategies:** (List at least 5 separate risks and risk mitigation strategies)

 As per my understanding, the primary concern associated with this project may be the underestimation of costs. The assigned funds may fall short or maybe overused while carrying out the project.

 Another issue may include the shortening of deadlines. The accomplishment of the project on a timely basis may be at risk as the production of such a big number of units may take a little more time. To avoid this issue, a proper schedule of execution of each and every activity regarded to the project will be decided regarding the design, development, production and the delivery of the products (Kerzner, & Kerzner, 2017)..

**Memo Conclusion:**

In a nutshell, the success of this back project is heavily relying on proper planning and strict execution of the activities as per that planning. Proper identification of risks and development of risk mitigation strategies will also ensure the completion of project on time and within the decided budget.

**References**

Kerzner, H., & Kerzner, H. R. (2017). *Project management: a systems approach to planning, scheduling, and controlling*. John Wiley & Sons.

Turner, J. R. (2014). *Handbook of project-based management*(Vol. 92). New York, NY: McGraw-hill.