

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.

* 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](mailto:ctrdocs@engr.utexas.edu)).

For shorter (30 pages or less) report-style tech memos, allow the CTR editor 1–2 working days for editing. For longer tech memos, please allow 3–4 working days.

\*Microsoft Word’s good behavior not guaranteed.