Memorandum

To: Festus Elleh

CC: Matthew Ferry

From: Matthew Ferry

Date: 2/23/2013

Re: Project: Djacks’s Restaurant – Project Plan

Confidential

The project planning phase for Djack’s Restaurant has been completed, and we are ready to move on to the next phase and begin looking for a location restaurant location. The budget will be tight, but this project is feasible.

Please see the attached project plan and contact me if there are any questions.

Sincerely,

Matthew Ferry

Project Manager

Project Management 404