<Month, XX, 20XX>

#### MEMORANDUM FOR <INSERT PM NAME>

Project Manager

<Insert Program>

FROM: <INSERT NAME>

Chief Information Officer and/or IRB co-chair

<Insert Agency>

SUBJECT: <Insert Program Acronym> Improvement Plan for <Insert Full Name of Investment (Acronym)>

At a TechStat session held <Insert Date>, OCIO <and/or IRB> and <Program> reviewed the < Investment (Acronym)>. Based on <Program’s> reports to OCIO, <Acronym> is <insert thesis>. As documented in <Program’s> reports at the meeting, the investment has had past issues with <insert challenge items>. While the project has a challenging road ahead, past issues can be addressed when the <Program> executes a new strategy, including <insert new approach items such as “breaking outcomes into 6-month deliverables, identifying a dedicated program manager, etc.”>.

At the TechStat session, OCIO <and/or IRB> and <Program> agreed on the importance of <Program> taking decisive corrective action so that < Investment > will succeed. As OCIO and <Program> have discussed, the new approach will allow the < Investment > to achieve the following key outcomes, as committed to by <Program> in its Improvement Plan:

* Outcome 1. *Deadline: Month XX, 20XX*
* Outcome 2. *Deadline: Month XX, 20XX*
* Outcome 3. *Deadline: Month XX, 20XX*
* Outcome 4. *Deadline: Month XX, 20XX*
* <Program (Acronym)> will reduce life cycle costs by $XM {If applicable.}

We greatly appreciate < Program’s> commitment to improving <Investment>, so that the project will become a success. My staff and I look forward to working with you, the project manager, <insert name>, and your < Program> colleagues in this endeavor in the coming months.

In my office, the lead for <Investment> oversight is <TechStat Analyst Name>, who can be reached at <xxx-xxx-xxxx>, [<email>](mailto:awalker@omb.eop.gov).

cc: <Other Senior Management in Attendance, especially the executive sponsor>

< Name>, <Title>

<Office>