

A6: MEMO

50 points

OBJECTIVE. Write a memo to our project partners, communicating landscape performance considerations for moving this project forward, based on sustainable site construction and management. In addition, you will revise and include the schematic design cost estimate that will be attached to the Memo.

Scenario: You are a landscape design consultant working for the project partner, and assisting in moving the project forward to help the design ideas become more tangible for residents to implement. The goal is to further communicate how the design should be installed/constructed and managed over time to attain the performance benefits that it claims.

- Choose site construction, materials, or management topic(s) to cover: material sources, installation how-to, necessary soil properties and ways to improve soil quality, irrigation considerations and hydrozone details/definitions, maintenance/management tasks through time and space, etc.
- All reference material should be cited using MLA or APA style.
- Create diagrams and figures as needed to illustrate content.
- Cost estimate should be revised or expanded to be most helpful for the end-user. Carefully consider the materials and steps needed to build the project, and consult with the professor as needed. Note what is NOT included.
- Example Memos and Resources are included in the shared BOX > A6_MEMO

REFERENCES

- Calkins, Meg. 2012. The sustainable sites handbook: A complete guide to the principles, strategies, and best practices for sustainable landscapes. Wiley: Hoboken, NJ. Chapter
- Hopper, L.J. 2007. Landscape Architectural Graphic Standards: Student Edition. Wiley: Hoboken, NJ.
- SITES Reference Guide (on D2L)
- Additional resources in BOX > A6_Memo > Resources

DELIVERABLES

2-page, single-spaced written content + diagrams as needed (so, total may exceed 2 pages).

1-page cost estimate.

All references should be included on separate page at the end.

See schedule for DUE DATE. .pdf file posted to Rebekah’s BOX > StudentWork_SUBMIT shared folder. Titled: A6Memo_FirstNameLastName.pdf.

ASSESSMENT

- 30 Quality of analysis and content based on sustainable site principles; quality of diagrams/figures
- 10 Thoroughness and accuracy of cost estimate
- 10 Organization and clarity of writing; citations

50 Total Points