

LOCATION AND DESIGN DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDA

INTRODUCTION

Instructional and Informational Memoranda (IIM-PMO-XXXX) are a means of providing instructions relating to new policies and procedures.

Policies and procedures are frequently introduced as an IIM-PMO-XXXX and may subsequently be moved to VDOT's Project Management Office Practices after procedures are well established.

Memoranda are filed in numerical order based on the memorandum number (See 3 below). When an IIM-PMO-XXXX is revised in the entirety the existing memorandum is to be replaced with the revised memorandum.

An EXAMPLE explanation of the features of the IIM-PMO- XXXX heading follows:

GENERAL SUBJECT:	NUMBER: IIM-LD-00.00 (1) (2) (3) (4)
SPECIFIC SUBJECT:	DATE:
	SUPERSEDES: IIM-LD-00.00 (5)
DIVISION ADMINISTRATOR APPROVAL:	

- (1) Instructional and Informational Memoranda
- (2) Division
- (3) Memorandum number
- (4) Revision number
- (5) IIM to be removed and replaced