Part A: This week I want you to draft a memo to your employees. The reading this week discussed planning and researching as well as writing reports and proposals. We are going to apply this knowledge to budget preparation. Please read chapter 1 and 2 in Budgeting Basics and Beyond. These 2 chapters will give you a great foundation as to what makes a good budget. For this assignment, please assume that you are a manager in the company of your choosing. You need your staff to help you gather the information that you need to create the budget that will be presented to executives for approval. This link will assist you in formatting your memo. Part B: What is the purpose of the project scope statement? What are the steps to creating a project scope statement? What is the most important fact to remember when creating a baseline project scope statement? https://m.youtube.com/watch?v=64bHiW6K77c