* executive summary  5%
  + A brief description of what the report is about
  + Your main findings from the results
  + Key conclusions and recommendations
* introduction (which should include a discussion on practical aspects of forecasting)  5%
  + This part should include a discussion on practical aspects of forecasting, as well as a brief introduction of the project. Some references could be included to support the statement.
  + The background of the report. It should include a discussion on practical aspects of forecasting
  + The aim of the report (i.e. what will be achieved)
* manual modelling (as described earlier)
  + This part should discuss the following parts: 1) data description; and 2) the model development process, results, model evaluation and residual analysis for each model.
  + Data exploration 8%
  + Regression modelling, analysis and forecasting 8%
  + Exponential Smoothing modelling, analysis and forecasting 12%
  + ARIMA modelling, analysis and forecasting 12%
* batch forecasting (as described earlier)
  + This part should discuss the following parts: 1) Data description, 2) which three models have been selected; 3) Error measurement selection 4) Producing forecasts 5) Evaluation and analysis.
  + Data exploration 5%
  + Producing forecasts using three models that have been introduced in the unit 15%
  + Evaluation and analysis (including justifications for selected error measures) 10%
  + Benchmarking 5%
* conclusions (including limitations and managerial implications)  5%
  + You should briefly discuss what you have done in this assessment, as well as the limitations and managerial implications.
* References.
  + The presentation standards of your work are important. A report should be presented without spelling mistakes, inaccuracies and other flaws. A consistent writing style should be followed throughout the report.
  + Harvard style reference. These should be cited in the text of the report itself, but you should also list your sources in a bibliography.
  + The report should be presented in an easily readable font (e.g. size 10 -12). Text should be one-and-a-half or double spaced, and margins should be generous.
  + Tables and figures must be placed as close as possible to their first mention in the text. Captions for tables are placed above the table, and captions for figures are placed below the figure.