**Title**

Prepared by

Name

Date

**Executive Summary**

* Brief overview of the report
* Give reader a preview of the content
* Present key points of the report
* Explain why you wrote the report, emphasize conclusion and recommendations. Only include the essential information to support the conclusion
* 1-2 paragraphs

**Table of Contents**

* List headings and subheadings

**Introduction**

* Describe the context, background, and problem of the business case
* Outline the report scope
* Briefly comment on limitations
* 2-3 paragraphs

**Analysis**

* Describe the methodology/model
* Discuss results

**Conclusion**

* Finish up the report starting from the objective to the recommendation

**Appendices**

* Place all material/data important to your analysis that is referred to in your discussion
* Title material APPENDIX A, APPENDIX B, etc., and in order of which they appear in the report