



Written Report Format

There are many variations that can be used when preparing a written report. There is no standard report that fits all engagements. As you gain experience, you will find yourself adding, deleting, and renaming sections based on the circumstances of your consulting engagement.

A typical written report will include the following:

- I Cover Page**
- II Report Overview/Executive Summary**
 - a. Short overview of consulting engagement
 - b. Objectives
 - c. Preliminary findings
- III Table of Contents**
- IV Introduction/Purpose of Engagement**
- V Documents, Procedures, Processes, or Departments Reviewed**
- VI Methodology**
- VII Findings**
 - a. Category #1
 - b. Category #2
 - c. Etc.
- VIII Recommendations/Plan of Action**
 - a. Recommendation #1
 - b. Recommendation #2
 - c. Etc.
- IX Summary/Conclusions**
- X Appendix/Exhibits**



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Since each consulting report is unique, you might also consider adding the following sections if appropriate:

- **Project goals (might be a part of the introduction or a separate section)**
- **Priorities and timeline (depending on the number of recommendations)**
- **Organizational structure**
- **Employee comments or interviews**
- **Business or strategic plan**
- **Marketing plan and target market**
- **Mission and vision statement**
- **Your resume or a short biography**