Technical Report Template

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Course/Organization: [e.g., Data Analytics Capstone – UTSA]

# 1. Executive Summary

A high-level overview of the project objectives, methodology, key findings, and recommendations. Keep it under 250 words.  
  
Example:  
This report presents an analysis of crime incidents across Bexar County educational institutions, using data from the Uniform Crime Reporting (UCR) Repository. The goal was to evaluate offense patterns by agency, identify high-risk environments, and assess the distribution of violent vs. non-violent crime. Key insights were visualized through comparative bar charts, per-capita metrics, and crime-type segmentation.

# 2. Introduction

- Background and problem statement  
- Importance of the project  
- Scope and goals

# 3. Data Sources

- Description of datasets used  
- Source of data (e.g., UCR Repository, government portals)  
- Structure of the data (relational tables, fields used)  
- Any preprocessing steps taken (cleaning, merging)

# 4. Methodology

- Analytical approach (e.g., EDA, visualization, modeling)  
- Tools and software used (e.g., SAS EG, Python, Excel)  
- Key calculations (e.g., per-capita rates, crime severity indexing)  
- Visualizations or statistical methods applied

# 5. Results and Analysis

- Present visualizations and interpret trends  
- Highlight comparisons between agencies or groups  
- Discuss patterns in crime type, severity, or frequency  
- Identify outliers or noteworthy findings

# 6. Discussion

- Interpretation of results in context  
- Limitations of the data or methods  
- Assumptions made  
- Unexpected insights or discrepancies

# 7. Conclusion and Recommendations

- Summary of what was learned  
- Implications for policy, safety, or decision-making  
- Actionable recommendations (if applicable)

# 8. Appendix

- Charts or tables referenced in-text  
- Full data dictionary (optional)  
- Code snippets or macro references

# 9. References

- Cite any data sources, academic papers, or tools used.