**Component 3 (Report Draft 1) Design and Content**

Create fully formatted template with explanation of or partially drafted content for your Final Recommendation Report that clearly shows your document design choices and organizational plan. **Make your template as complete as possible**. The template should include but is not limited to,

* a **Title Page**, working **Table of Contents with List of Tables and Figures**, place-holder pages for your **Executive Summary**, and **Glossary** if used.
* Include a ***References*** section with your working bibliography of at least 5 credible sources found and consulted so far.
* You should have a drafted Introduction section, that gives **client background**, **a thorough problem definition**, and **introduces your solution**.  Draft as much of the rest of report as you can at this point; the more you have completed, the more helpful feedback you will get.
* Include drafted **section** and **subsection** headings and create clear and understandable bullet notes for content you plan to add to each section, as well as **who is responsible for which section (which MUST mirror your writing plan**; create placeholders for figure/table labels, etc.

The document you submit should contain the following:

* Defined document design choices (size and style of headings and fonts, colour elements, formatting for visual elements, etc).
* An outline of the headings/sub-headings (indicating your topics) that you plan to include,
* Any content that is already drafted (Introduction, including problem definition and proposed solution, should be done by now). Where you do not have drafted material, include a bullet list of what content you have planned for each section.
* Working References list (at least 5 reliable sources)

Please read the assignment instructions carefully, and consult the text ([TPWG – Chapter 5:](https://open.library.okstate.edu/technicalandprofessionalwriting/chapter/chapter-5/) Document Design) in planning and formatting your Report 2 assignment.