Project Report

A project can be defined as a sequence of unique, complex, and connected activities having one goal or purpose and that must be completed by a specific time, within a budget and according to specification. At the end of a project the person or the team who has accomplished it writes a report explaining the details. For instance, as a part of their curriculum, students of technical and professional courses may undertake some projects of theoretical or practical nature under the guidance of professors. While some projects may last for a semester, some others may be completed in fifteen days or one month. But only when they submit their project reports their project is considered as complete. A student carrying out a project on the topic 'Effective use of Internet on campus' may conduct a survey among the users of Internet on campus, interpret, and analyse the data collected and suggest some measures to improve upon the effective use of Internet on campus. When he/she prepares the project report, he/she will choose appropriate elements and write the report. Such reports generally include the title page, certificate, acknowledgements, contents, abstract, the main body consisting of three or four sections, appendices, references, glossary, etc.

WRITING THE REPORT

Any project or study ends with a report. After deciding and formulating a topic, the writers carry out various activities such as data collection, analysis, discussions, etc. Then they start writing the report. So this process is the culmination of all the hard work put forth by the report writers. As the report is the only tangible evidence for their efforts, they need to take utmost care of its structure, layout, and style. They need to understand clearly the elements to be included and in what order, which parts have to be drafted first, how much background material to be included, etc. For instance, most writers prepare the main body of the report first and then the other parts. In academic or research reports which include references or bibliography, the writers prepare these parts while writing the main body. Even experienced writers may not be able to write their reports in one attempt. Generally, reports go through at least two or three drafts.

First Draft

Once the work is completed, the writer starts preparing the first draft of the report. Writing the first draft is a step between the preparation and the editing of the report. As already mentioned, a writer generally prepares the main chapters of the report, then the introduction and finally the other parts of the report. Once the main chapters (topics) are written, the writer can get a comprehensive view of the main chapters and then he/she can write the introduction and abstract. Even at this stage any modification in the outline can be made and once he/she freezes the outline, it can appear as the contents page in the report. Given below are certain guidelines in preparing the first draft of a report.

• Start writing Chapter 2 and go on till the concluding chapter. Then write the Introduction

and the Abstract
• Prepare the references/bibliography as and when you prepare the main topics
• Prepare the prefatory parts and the appendices, if applicable
• Keep in mind the elements of effective writing discussed in Chapter 7
• Ensure that the analysis on all main topics has been included; the trends discussed and suitable illustrations have been added at appropriate places (Refer to Chapter 1)
• Refer to the characteristics of each element of the report discussed in the previous sections of this chapter while writing your first draft

Cover page and frontispiece

The cover page of the report not only gives it an elegant appearance but also protects it from damage. It also serves as a quick reference to the readers to know the topic and the author of the report. The classification of the report (secret/top secret) and report number, if applicable, may also be mentioned on the cover page on the top left corner and right corner, respectively. To stir the curiosity of the reader, one may superimpose on this cover page some illustrations, such as photographs, drawings, and diagrams, provided these illustrations reflect the contents of the report. For example, a report on ‘Designing Webpages’ can have a webpage superimposed on the cover. Any such illustration is known as the frontispiece, which is an optional element, and generally finds a place in reports that are published.

Title page

• Name and designation of the intended audience
• Name and designation of the approving authority, if any. (In some organizations the report does not directly reach the recipient. It may require the approval of an intermediary before reaching the recipient.)

Certificate

Certain reports, such as project reports and research reports require a certificate vouching the original contribution of the report writer.

Letter of transmittal

An optional element of reports, the letter of transmittal (or memo of transmittal) conveys the report to the audience. This serves the same purpose as that of a preface in a published document. As the letter of transmittal is the written version of what we would say if we were handing the report directly to the person who authorized it, its style is less formal than the rest of the report. For example, the letter would use personal pronouns (you, I, we) and a conversational tone.
For example, the letter would use personal pronouns (you, I, we) and a conversational tone.

The transmittal letter usually appears right before the table of contents. The contents of a letter of transmittal are

• Objectives/terms of reference
• Scope
• Methodology adopted
• Highlights of the analysis
• Important results
• Significance of the study
Suggestions
• Any other details that may enable the audience to understand the report better
• Acknowledgements

This type of letter typically begins with a statement such as ‘Here is the report you asked me to prepare on …’ . The rest includes information about the scope of the report, the methods used to complete the study, and the limitations that became apparent. In the middle section of the letter, we may also highlight important points or sections of the report, make comments on side issues, give suggestions for follow-up studies, and offer any details that will help readers understand and use the report. We may also wish to acknowledge help provided by others.
The concluding paragraph is a note of thanks for having been given the report assignment, an expression of willingness to discuss the report, and an offer to assist with future projects.
If the report does not have a synopsis, the letter of transmittal may summarize the major findings, conclusions, and recommendations. This material would be placed after the opening of the letter.

Acknowledgements
This is a list of persons whom we may like to thank for their advice, support, or assistance of any kind. It is not only customary but also necessary to acknowledge even the smallest help rendered by people. While writing the ‘Acknowledgements’ , the following guidelines should be remembered:

• Categorize the audience: Courtesy, real help, emotional support, secretarial assistance, etc.
• Vary the expressions: Do not begin each sentence with ‘I thank’ ; such a monotonous beginning will reduce the impact of the acknowledgements. Here are a few openings:

Thanks are due to … Inadequate to express my sincere thanks to …
Our sincere appreciation to … I am extremely grateful to …
We owe a lot to … My heartfelt thanks are due to …

Mere thanks in few words would be highly ⋯ I acknowledge with thanks the support rendered by ⋯

• Avoid cliches such as:

First and foremost Firstly .... secondly .... thirdly

Last but not the least I take this opportunity to thank ...

• Avoid listing the names

• Divide the content (if long) into well-structured paragraphs

Table of contents

'Table of Contents', generally titled simply 'Contents', helps the reader locate a specific topic

easily and quickly. However, Contents need not to be included in a short report (ten pages or less). This table is actually the report outline we discussed earlier in its final form, or simply the frozen outline with page numbers. It indicates, in outline form, the coverage, sequence, and relative importance of information presented in the report. The Contents page is especially helpful to readers who wish to read only a few selected topics of the report.

The Contents lists all the three parts–prefatory, main, and supplementary–of the report along with their page numbers. It also lists the illustrations used in the report. However, if the report has more than five illustrations, a separate 'List of Illustrations' page can be included after the Contents. Although the outline can have subheadings up to any level, the Contents page should include headings up to a maximum of three levels only. Depending upon the length and complexity of the report, this page may show only the top two levels of headings or only firstlevel headings.

List of illustrations

As mentioned, this page serves as the Contents page for all the illustrations that appear in the report. Except tables, all other visual aids (graphs, maps, drawings, and charts) are grouped under the heading Illustrations or Figures. The List of Illustrations gives the titles and page numbers of all visual aids. When tables and figures are numbered separately, they should also be listed separately. These lists would enable the reader to quickly locate any specific illustration.

Abstract

An abstract gives the essence of the report. In business reports it is known as the synopsis. The length of an abstract is generally 2 to 5 per cent of the report. The length and readership of the report decide whether an abstract is to be included. If the report is less than ten pages it does not require either an abstract or a summary. (While an abstract is more appropriate in specialist-to-specialist communication, a summary is meant for all readers, and is longer than an abstract.) A report of 10-50 pages should have an abstract. If it is a long report, more than fifty pages, it needs both an abstract and a summary. An abstract is especially relevant in specialistto-specialist communication where the reader would be expected to have some background knowledge of the subject. It does not allow abbreviations, acronyms, or illustrations. It tells the reader the following:

- Objectives
- Main findings or accomplishments
- Significance

Summary

While an abstract is more appropriate in specialist-to-specialist communication, a summary, which is an optional element, is meant for all readers. It is longer than an abstract, 5‑10 per cent of the length of the report. Business reports name 'Summary' as 'Executive Summary'. It presents the entire report in a nutshell. Summaries may contain headings, adequately developed text, and even visual aids. A wellwritten summary opens a window into the body of the report and allows the reader to form an impression of how well the topic of the report has been dealt with. Generally, the summary of a report presents information from various parts of the report in the same sequence as they appear in the report. After reading the summary, the audience should know the essentials of the report and be able to make a decision. Later, when they find time, they may read certain parts of the report to obtain additional detail.

Preface

The preface, an optional element, is the preliminary message from the writer to the reader. It is quite similar to the letter of transmittal, except that it does not formally transmit the report. It seeks to help the reader appreciate and understand the report. The contents of a preface are as follows:

- *Factors leading to the report* (what was the prevailing situation or earlier studies carried out and hence the need for this study and report)
- *Organization of the report* (what do the various sections contain)
- *Highlights* (important observations and findings)
- *Significance* (how the report would enable the readers in further study or research; how best the study in the report would help them)
- *Acknowledgements* (Frequently, the acknowledgements can be dispensed with the preface. In the preface itself one can express his/her indebtedness to those who helped in the study.)

Generally, the preface appears only when the report gets published.

Copyright notice

Copyright is a form of protection that covers published and unpublished literary, scientific, and artistic works, whatever the form of expression, provided such work is executed in a tangible or material form. Simply put, it means that if we can see it, hear it, and/or touch it, it may be protected.

Copyright laws grant the creator the exclusive right to reproduce, prepare derivative works, distribute, perform, and display the work publicly. For example, a copyright statement that reads ‘c Copyright 2015, OUP, India’ means that the Oxford University Press, India has legal monopoly over the work, which was produced in 2015.

There is one thing that must be clarified, though. The actual *intangible idea* may not be copyrighted. What is copyrighted is the tangible result of the idea, which would be in the form of the published work.

An example:

c Copyright 2015 by Maxima Institute of Technology. All rights reserved. This material may not be duplicated for any profit-driven enterprise.

Main Text

The main text consists of the introduction, discussion, conclusion, and recommendations. This is the main body of the report, which gives the details of the study such as the method adopted, data collection methods, and the constraints under which the study was carried out.

Introduction

The function of an introduction is to put the whole report in perspective and to provide a smooth, sound opening for it. It presents the subject or problem to the readers and gets their attention. A good introduction must furnish the readers with sufficient material concerning the investigation and problem, to lead them to an easy comprehension of the rest of the report. It should also give the readers a general view of the report before they plunge into the details. In other words, the introduction is a section where a broad, general view of the report, rather than a specific and analytical one, can be presented.

An introduction includes the following information:

Background of the report Conditions/events giving rise to the project or survey need to be discussed here. Details of previous investigations and studies can also be included if there is significant time gap.

Purpose and scope The background will logically lead to the purpose of the report. If the investigator has received the Terms of Reference, they can be presented verbatim. Otherwise the objectives have to be clearly specified. The purpose statement describes the objective as well as boundaries of the work. Stating which issues will be covered and which issues will not be covered is especially important in the case of complex, lengthy investigations.

Authorization The authority who has assigned to do the project/conduct the survey should be mentioned. In other words, the recipient' s name and designation should be mentioned.

Basic principles or theories involved The important theories and principles used for analysing the data should be outlined.

Methods of gathering data The methods used or the sources consulted for collecting the data should be mentioned.

General plan in developing the solution (brief outline of methodology) The methodology adopted in the analysis should be outlined.

General structure of the report (organization of various sections) The Introduction may contain subheadings such as objectives and procedures, which serve as significant guideposts for the readers.

Ending the Introduction with an explanation of the general plan of the report will provide a logical transition to the next section of the report. It can also be ended with the discussion of the procedures used to gather data; and then the next section would present the results. A brief outline of the results or main conclusions may also provide a logical transition to the first part of the Discussion section of the report.

Discussion

The discussion section, the lengthiest part of the report, contains the information that supports the conclusion and recommendations, as well as the analysis, logic, and interpretation of the information. Here, information and data are presented, analysed, and interpreted. The writer must decide between pertinent data to include in the text and less important information to omit or relegate to the appendix. Meanings, ideas, and facts are made clear to the reader. Comparisons are made, facts are evaluated, and significant relationships are drawn. The solution of a problem may be given with an explanation of its advantages and disadvantages. Tables, charts, and other media for presenting figures and data are used. Other illustrative material may be included (the various types of illustrations that can be used are discussed in Chapter 1). Emphasis is on the results and their interpretation. The discussion should lead the readers through the same reasoning process that the author used to reach the conclusions and show them that they are sound.

Opposing contentions should be considered to show how the data prove otherwise. The writer should not assume that the reader agrees with a concept, unless it is generally accepted. Simple, straightforward statements of facts should be used, as these are most easily understood. Different aspects of the problem are treated in the discussion section. Major subject headings are used to guide the reader. Points may be arranged to suit the subject and reader.

Conclusion

The conclusion is that section of the report where all the essential points developed in the discussion are brought together.

The function of this section is to bring the discussion to a close and to signal to the readers gracefully that they have reached the end. It also refers to the logical inferences drawn, the judgements formed on the basis of analysis of data presented in the report, or the findings of the investigation. This section has the following characteristics:

- Uses decreasing order of importance
- Can be narrative (in paragraphs) or tabular (in points)
- Uses narrative type when there are few conclusions
- Uses tabular form when there are more conclusions
- Both narrative and tabular forms are acceptable but the latter is better for quick comprehension.
- Contains only opinions and never suggests future actions to be taken by the reader
- Does not introduce any new idea not previously introduced into the report

Conclusions are the result of reasoned analysis and judgement of the data in the report and serve as a basis for recommendations growing out of the study. They may be summary or analytical in nature. Thus, the conclusion section is a recapitulation of the significant points developed in the discussion section. Concluding statements are supported by the facts in the discussion section.

An example of tabular type of conclusion is the following, taken from a consumer-preference survey made by Swift & Company for the moulded pulp egg carton versus the regular selflocking egg carton:

1. The moulded pulp carton is decidedly preferred, both by those having used it (77 per cent of them) and those who have not used it (68 per cent of them).
2. Protection is the principal reason of preference for the moulded pulp carton.
3. ‘Hard to open’ and ‘can’t see eggs’ are the principal reasons for disliking the moulded pulp carton, given by those who have used it.
4. 15 per cent of those preferring the moulded pulp carton had opening troubles−69 per cent of those preferring the regular type found the pulp carton difficult to open.
5. 45 per cent of those preferring the moulded pulp carton liked to look at eggs before buying, compared to

74 per cent of those preferring the regular type. ‘Want to see size’ and ‘colour’ were given as reasons why.

Here is a sample of the narrative form of conclusion.
Until the final comparative analysis of sales, there was relatively little to choose between the two cities. Both were
certainly well adapted to a location for conducting the presenting surveys of a small national-scale advertising
agency, although at this point Kansas City has probably shown itself to be slightly more representative of the
nation than Cincinnati. The analysis of retail sales, however, completely changed the picture.

Recommendations
Recommendations pertain to the action that is to be taken as a result of the report. They are supported by the conclusions, and they are aimed towards accomplishing the purpose of the report. If the purpose of a report, for instance, is to alleviate employee grievances over wage incentive plans, the recommendations will suggest ways in which this can be done. Conclusions and results of investigating the problem will support the recommendations.
Like conclusions, recommendations may take the form of a formal, long report.
Recommendations generally follow the conclusions. They do not, however, always appear at the end of the report. They may be given first, especially in recommendation reports. They are also sometimes treated briefly in the letter of transmittal, preface, and separate summary section. If the reader is already familiar with the data or is chiefly interested in the action to be taken, then the recommendation should be presented first to avoid reading through a lot of material. If the reader is likely to react unfavourably to the recommendation, then it should be given at the end; the report can prepare the reader for it.
Recommendations, depending upon the relationship with the reader, can assume any of the following three types:
• Tentative (temporary solutions that may have to be reconsidered in future)
• Conciliatory (suggestions that may be accepted by the recipient)
• Aggressive (recommendations that are mandatory and are to be implemented immediately)

Supplementary Parts
While prefatory parts precede the main body of a report, supplementary parts follow it. However, they have a lesser role to play that the prefatory parts because they are not mandatory for a report. For instance, many reports may not contain documentary evidences such as references, bibliography, etc. Nevertheless, their importance cannot be ignored as they provide certain additional details to the interested readers to enhance their understanding of the topic of the

report. The following discussion throws some light on the various supplementary parts of a report:

Appendices

This section of a report is used for information that has some relevance to the report but cannot be easily fitted into the text. It is a convenient way of presenting detailed information particularly of a descriptive nature, which, if inserted in the main body, would interrupt the smooth flow of the narrative. Hence, before including any material in the appendix, you should:

- See whether the material is related to the subject of your report
- Check whether it would interrupt the theme if included in the main body

An appendix should contain (a) material not strictly related to the main argument of the report but which nevertheless is of interest and (b) material that readers can safely omit but can consult if they want to examine the details, and also to carry out further study.

Generally, appendices contain materials such as sample documents, detailed calculations, experimental results, statistical data tables and graphs, specimen questionnaires or samples of forms used in investigations, summaries of results achieved by other organizations, etc. An appendix also helps to present recent work or data added at the last moment. It is better to put these in an appendix rather than completely rewriting the report.

If there are many appendices, they should be named as Appendix A, Appendix B, and so on. Also, an appropriate title should be given to each of them. However, lengthy and numerous appendices should be avoided, as they reveal the writer’s poor organization.

Bibliography/references

A bibliography is an alphabetical list of the sources–books, magazines, newspapers, CD-ROMs, Internet, interviews–that have been consulted in preparing the report. This list is used to

- Acknowledge and give credit to the sources of words, ideas, diagrams, illustrations, quotations borrowed, or any materials summarized or paraphrased
- Give the readers information to identify and consult the sources
- Give the readers an opportunity to check the sources for accuracy.

This section may be named as References or Works Cited if it includes works that were consulted or directly quoted for particular pieces of information, and are mentioned within the report in the form of citations.

Please refer to the online resource centre for referencing and bibliography for all kinds of technical documents.

Glossary and index

The glossary is a list of technical words used in the report and their explanations. If small in number, the terms are explained in the form of footnotes. The decision whether to include a glossary or not depends upon the readers. If they are likely to be unfamiliar with the context, it would be better to include them.

The index is intended to serve as a quick guide to locate the material in the report. The readers can locate a topic, subtopic, or any other important aspect of the report quickly and easily. This element is generally used in bulky reports where the Contents do not serve the purpose of locating a particular issue. The index is arranged in alphabetical order (please see the index of this book) and is extremely helpful in cross-referencing.

Evaluation Reports

What is an Evaluation Report?

An *evaluation* report is a document that presents the findings, conclusions, and recommendations of an evaluation, which is a systematic and objective assessment of the performance, impact, and effectiveness of a program, project, policy, or intervention. The report typically includes a description of the evaluation's purpose, scope, methodology, and data sources, as well as an analysis of the evaluation findings and conclusions, and specific recommendations for program or project improvement.

Evaluation reports can help to build capacity for *monitoring and evaluation* within organizations and communities, by promoting a culture of learning and continuous improvement. By providing a structured approach to evaluation and reporting, evaluation reports can help to ensure that evaluations are conducted consistently and rigorously, and that the results are communicated effectively to stakeholders.

Evaluation reports may be read by a wide variety of audiences, including persons working in government agencies, staff members working for donors and partners, students and community organisations, and development professionals working on projects or programmes that are comparable to the ones evaluated.

What is the purpose of an evaluation report?

The purpose of an evaluation report is to provide stakeholders with a comprehensive and objective assessment of a program or project's performance, achievements, and challenges. The report serves as a tool for decision-making, as it provides evidence-based information on the program or project's strengths and weaknesses, and recommendations for improvement.

The main objectives of an evaluation report are:

1. **Accountability:** To assess whether the program or project has met its objectives and delivered the intended results, and to hold stakeholders accountable for their actions and decisions.
2. **Learning**: To identify the key lessons learned from the program or project, including best practices, challenges, and opportunities for improvement, and to apply these lessons to future programs or projects.

3. **Improvement**: To provide recommendations for program or project improvement based on the evaluation findings and conclusions, and to support evidence-based decision-making.

4. **Communication**: To communicate the evaluation findings and conclusions to stakeholders, including program staff, funders, policymakers, and the general public, and to promote transparency and stakeholder engagement.

An evaluation report should be clear, concise, and well-organized, and should provide stakeholders with a balanced and objective assessment of the program or project's performance. The report should also be timely, with recommendations that are actionable and relevant to the current context. Overall, the purpose of an evaluation report is to promote accountability, learning, and improvement in program and project design and implementation.

Structure of evaluation report

The structure of an evaluation report can vary depending on the requirements and preferences of the stakeholders, but typically it includes the following sections:

1. **Executive Summary**: A brief summary of the evaluation findings, conclusions, and recommendations.
2. Introduction: An overview of the evaluation context, scope, purpose, and methodology.
3. **Background:** A summary of the programme or initiative that is being assessed, including its goals, activities, and intended audience(s).
4. **Evaluation Questions**: A list of the evaluation questions that guided the data collection and analysis.
5. **Methodology:** A description of the data collection methods used in the evaluation, including the sampling strategy, data sources, and data analysis techniques.
6. **Findings:** A presentation of the evaluation findings, organized according to the evaluation questions.
7. **Conclusions**: A summary of the main evaluation findings and conclusions, including an assessment of the program or project's effectiveness, efficiency, and sustainability.
8. **Recommendations**: A list of specific recommendations for program or project improvements based on the evaluation findings and conclusions.

9. **Lessons Learned**: A discussion of the key lessons learned from the evaluation that could be applied to similar programs or projects in the future.

10. **Limitations**: A discussion of the limitations of the evaluation, including any challenges or constraints encountered during the data collection and analysis.

11. **References:** A list of references cited in the evaluation report.

12. **Appendices**: Additional information, such as detailed data tables, graphs, or maps, that support the evaluation findings and conclusions.

The structure of the evaluation report should be clear, logical, and easy to follow, with headings and subheadings used to organize the content and facilitate navigation.

In addition, the presentation of data may be made more engaging and understandable by the use of visual aids such as graphs and charts.

Progress Reports

What is the Progress Report? (Definition)

A progress report is a document that explains in detail how much progress you have made towards the completion of your ongoing project.

A progress report is a management tool used in all types of organizations, that outlines the tasks completed, activities carried out, and target achieved vis-à-vis your project plan.

In a progress report, you explain any or all of the following:

- The amount of work complete?
- What part of the work is currently in progress?
- The problems or unexpected things that have occurred?
- What work is pending?
- How the project is going in general?

Why are Progress Reports Important?

No project manager wakes up thinking "*I wish I could make reports for my supervisor and team all day"*! We get it. Writing progress reports are not very fun.

However, you know that writing progress reports are part of the deal. Progressive reporting demands talking with your team or client to understand the goals and showcase the information that closely relates to the said goals.

Whether the report is about updating the investors, marketing performance, or resource management. These reports let everyone see what's going well and what isn't.

It also assists managers to see the overall success or failure of projects. Furthermore, progress reports help to:

1. Make Information Transparent

The glue that holds together any relationship is visibility and transparency. A well-defined progress report directly presents how your work affects the project's bottom line and showcases the rights and wrongs!

By adding transparency to your project plan, you can build an unmatched level of credibility and trust with your team and clients.

2. Encourage Constant Interaction

Creating and discussing progress reports results in constant communication and keeps everyone in the loop. Being in constant contact with others on a weekly or monthly basis ensures a clear understanding of roles and responsibilities.

3. Improve Project Evaluation and Review

Previous progress reports will help you in clarifying loopholes, and systemic issues, and examine documents to find out what went wrong, what can be done right, and which area needs improvement.

4. Provides Insight for Future Planning

When a progress report shows all the delays that have occurred, the supervisor or a project manager can monitor and investigate the issue that hindered progress and take additional steps to prevent them from happening in the future.

How to Write a Progress Report with 4 Simple Steps?

Progress reports are essential documents for tracking project plans and initiatives, but if the readers and writers are not in sync, these reports can be a hit-or-miss exercise for everyone involved.

Therefore, here are some steps to help you deliver the right information to the right people at the right time.

Step 1. Explain the purpose of your report

There are many reasons for someone to write a progress report. Obviously, for many of them, it's to brief the progress and status of the project.

Readers might also want to know detailed information about the project's purpose, its duration, and other important insights.

Step 2. Define your audience

Once you have sorted out the purpose of writing the progress report, consider the type of audience you will be targeting and the details that your readers are going to acknowledge in the report.

These can be, what decisions your readers are going to need to make after reading the progress report, the information they are going to need to know to oversee and participate in the project effectively, etc.

Step 3. Create a "work completed" section

In this section, you should describe everything that has already been done and the best way to do this is to mention the completed tasks chronologically.

You can specify dates, tasks you and your team were working on, information on key findings, etc.

Step 4. Summarize your progress report

In the summary section, provide the essential details about the to-do and completed work. Also, add a short description of the problems your team encountered, recommendations from your supervisor for their resolution, and whether any assistance on the project is required.

Feasibility Report

A feasibility report is a report that evaluates a set of proposed project paths or solutions to determine if they are viable. The person who prepares a feasibility report evaluates the feasibility of different solutions and then chooses their recommendation for the best solution. They then present the feasibility report to their company and make their recommendation.

While undertaking a new project or starting an establishment, the possibility of launching it should be assessed. The pros and cons of it and the cost, gains, glitches should be thoroughly studied. The report studies the problem, opportunity, and plan for taking action. The conclusions are very important as they indicate whether the project being considered is feasible, not feasible, or partially feasible, and hence directly helps decision-making.

Sections to include in a feasibility report

Feasibility reports can look different from company to company, and you might have specific directions from your company regarding how to structure your feasibility report. However, most feasibility reports typically include a few key sections:

Executive summary

One of the first components of a feasibility report is the executive summary. The executive summary provides a report overdue to help readers understand the report's main points. Your executive summary should be brief, so write it clearly and concisely. Some elements to consider including in your executive summary are:

- Brief description of what's in your report, including the problem you're solving or the project you're working on
- Notes on the main ideas from your research or important information from your report
- Concise explanation of how the project or problem relates to the overall mission of your company

The goal of writing your executive summary is to keep it brief and understandable, as you can go into more detail in your report. Although the executive summary is one of the first elements of the report, many people choose to write their executive summary after writing their report to make it easier to determine what information to include in it.

Introduction

Another important component of a feasibility report is the introduction. Following the executive summary, you can write an introduction that explains what the problem or project is and the proposed approaches. Like your executive summary, your introduction can be general and brief, as you can explain more details later in the report.

Background and context

A feasibility report should also include background and context. This section is important to help people who read the report understand important contextual information. For example, if you're discussing different approaches for a project, you could include the history and goals of the project in your background and context section. If you're evaluating different solutions to a problem, you could explain where the problem came from and how it affects your company. This can prime your audience to understand the feasibility of different approaches.

Evaluation criteria

You can also include a report section that explains your evaluation criteria. This section helps the readers of your report understand how you evaluated the feasibility of different approaches and why you arrived at your recommendation. Your evaluation criteria may include:

- **Financial costs:** Companies typically consider the financial impact of a project before taking action, so financial costs may be one of the criteria in your feasibility report.
- **Tax impacts:** You can evaluate different approaches based on how they would change your company's taxes as another criterion.
- **Public perception:** Certain projects or problems may affect your company's public perception, so you could evaluate how different approaches would influence your company's public perception in your feasibility report.
- **Environmental effects:** If your company values environmentally-friendly choices, you could consider including the environmental effects of an approach in your report.
- **Resources needed:** You may need certain resources for different potential approaches, so you could evaluate the resources needed as one of your criteria.

Evaluation of solutions

A key section of a feasibility report is the evaluation of solutions section. This section accomplishes the purpose of a feasibility report, which is to determine the feasibility of solutions and project paths. The evaluation section is where you compare potential approaches based on your evaluation criteria. The evaluation process leads you to make your recommendation on the best approach.

Conclusion

You can summarize your report and reiterate your main points in a conclusion section. This section can be brief and include a quick description of the pros and cons of each of the approaches discussed. The purpose of this section is to remind your readers how you evaluated each approach before you make your final recommendation.

Final recommendation

The last section of a feasibility report contains your direct recommendation for the best path forward. In this section, which can be brief, you can explain whether the solution is feasible and why you believe it's the right choice. The key to writing the final recommendation section is directly stating what your recommendation is and why.