

Your take-home point should be the first thing in the document. Sometimes the take-home point can be put together with the analysis summary.

Technical Details of Recommendation to Enter the Short-Term Rental Market

I recommend that Watershed...[Entry 1]

The analysis that serves as the basis of my recommendation indicates that Watershed and its client would benefit from \$___[Entry 2]___ of increased profits during the first year, and yearly profits of \$___[Entry 3]___ every year thereafter if my recommendation is enacted. The initial capital investment needed to implement my recommendation would be \$___[Entry 4]___. This analysis is based on financial assumptions that were confirmed by company and industry experts, but sensitivity analyses indicate that Watershed should enter the short-term rental market with their client, even if these initial assumptions need to be revised. Below, I describe the analyses I used to arrive at my conclusion, and report the results of my sensitivity analysis that assesses how expected profits and needed capital expenditure would change if my assumptions are modified.

Analysis Summary

It's usually a good idea to give an executive summary of what you have done, and what is in the document. Sometimes this is the first thing in the document.

I modeled the relationship between nightly rental price and occupancy rate for short-term rental properties using data from current short-term rentals managed by other companies and owners. I used this model to predict the short-term rental price that would maximize profits from each of Watershed's client's properties if it were managed as a short-term rental property. The metrics I report are based on the sum of the forecasted profits that would be gained and the forecasted capital investment that would be needed if my recommendation is followed, after the following are taken into account: (1) initial furnishing costs, (2) upkeep costs, (3) internet service fees, (4) regulatory fees, (5) hospitality charges (including key service and cleaning), (6) typical duration of stay, and (7) utilities. The details of the assumptions I used are provided below (Table 1), followed by a description of the results of my sensitivity analysis.

Analysis Assumptions and Sensitivity Analysis Ranges

Order the sections in your document according to what your audience will care about most. For example, if your audience will care about the model details most, the section describing those details should come first!

Table 1

| Consideration | Assumed Value | Source of Original Assumed Value | Minimum Value Tested [Entry Set 5] | Maximum Value Tested [Entry Set 6] | Rationale for Range of Values Tested [Entry Set 7] |
|---------------------------------------------------------------------------------------------------|---------------|----------------------------------|------------------------------------|------------------------------------|----------------------------------------------------|
| Additional profit needed for a property to be considered "more profitable as a short-term rental" | \$6,000 | Watershed Financial Department | | | |
| Cost to convert property to short-term rental (includes furnishing and decorating) | \$30,000 | Watershed Marketing Department | | | |
| Years to depreciate capital expenditures | 5 | Watershed Financial Department | | | |
| Yearly upkeep | \$6,000 | Watershed Marketing Department | | | |

Check whether your company culture would appreciate details about the sources of your assumptions. These details are very useful to decision-makers, but they also have the potential to place unwanted responsibility on your stakeholders and information sources.

If you have a lot of information that should go in this column or if you know your audience will challenge your assumptions, you could consider making this column into its own table so that you have more room to add references and rationale.

| | | | | | |
|----------------------------------------------------------|-------|--------------------------------|--|--|--|
| Service fees to short-term stay website (e.g. Airbnb) | 20% | Watershed Marketing Department | | | |
| Regulatory fees (taxes and potential legal fees) | 10% | Watershed Financial Department | | | |
| Hospitality charges (key service, cleaning, re-stocking) | \$100 | Watershed Financial Department | | | |
| Typical stay duration (days) | 3 | Watershed Marketing Department | | | |
| Monthly utilities per property | \$300 | Watershed Financial Department | | | |

As agreed upon at the beginning of the project, some issues were NOT incorporated into the analysis, but could be incorporated in the future to help optimize short-term rental rates or to further refine projected profits (Table 2):

Table 2

| Factor not included in analysis | Reason for exclusion from analysis |
|-------------------------------------------------------------|--------------------------------------------------|
| Weekly or seasonal changes in rental prices/occupancy rates | Instructions from Project Manager |
| Promotions, coupons, or special events | Instructions from Project Manager |
| Loss in rental income while property is converted | Instructions from Project Manager |
| Differences in utility rates across properties | Instructions from Watershed Financial Department |

I have created a dashboard that illustrates the effects of changing these assumptions on predicted profits and required capital investment that is available to anybody on the team by request. **The minimum additional profits Watershed could earn when the assumptions were modified within the ranges described above was \$___ [Entry 8]___**, if all the properties that are “more profitable” as a short-term rental are converted. **The maximum additional profits Watershed could earn when the assumptions were modified within the ranges described above was \$___ [Entry 9]___**, if all the properties that are “more profitable” as a short-term rental are converted. The modified set of parameters associated with this minimum and maximum value are provided below (Table 3). Overall, the parameter that affected profits most was **___ [Entry 10]___**.

You could consider illustrating the information in this paragraph with a graph or visualization.

Table 3

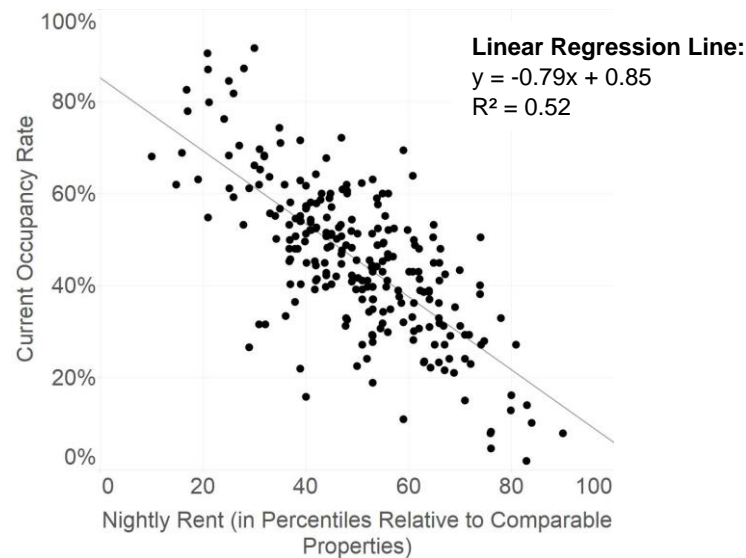
| Consideration | Value in Assumption Set that led to Minimum Profits [Entry Set 11] | Value in Assumption Set that led to Maximum Profits [Entry Set 12] |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------|
| Additional profit needed for a property to be considered “more profitable as a short-term rental” | | |
| Cost to convert property to short-term rental (includes furnishing and decorating) | | |
| Years to depreciate capital expenditures | | |
| Yearly upkeep | | |

It is usually easier to read and interpret lists of numerical values in table formats than in a long written sentences.

| | | |
|----------------------------------------------------------|--|--|
| Service fees to short-term stay website (e.g. Airbnb) | | |
| Regulatory fees (taxes and potential legal fees) | | |
| Hospitality charges (key service, cleaning, re-stocking) | | |
| Typical stay duration (days) | | |
| Monthly utilities | | |

Predictive Modeling Details

I was provided with four types of information about short-term rentals of the same type (number of bedrooms, apartment or house, kitchen availability, unshared property) and in the same location as Watershed's client's 244 properties: a typical short-term nightly rental rate, the corresponding occupancy rate for the property with that rental rate, the 10th percentile nightly rental rate, and the 90th percentile nightly rental rate. When the typical rental prices were expressed in terms of percentiles relative to properties of the same type and in the same location—but not when they were analyzed as raw dollar values—they correlated linearly with occupancy rates:



I used the parameters of the regression line and Excel's Solver optimization function to find the rental price and occupancy rate that would maximize the profits expected from each of Watershed's client's 244 properties. Any optimized price below the 10th percentile rate was replaced with the 10th percentile rate, and any optimized price above the 90th percentile rate was replaced with the 90th percentile rate, in order to account for lack of data outside of these ranges in the linear model. These optimized rental rates were entered into a financial cash flow and profit model that computed the expected revenue from each property based on its projected occupancy rate, and the expected costs according to the financial assumptions described above.

If you have a strong statistical or computer science background, include details about what steps you have taken to assure the statistical assumptions of your model have been met. You would also include any relevant details about how you "trained" your model, or used separate data sets to test your model. Essentially, include any information that would be necessary for the technical part of your team to believe your conclusions. That said, do NOT include details about your processing stream that are not relevant to your conclusions (for example, even if it took you a month to figure out how to do, do not include information about the technical strategy you used to combine information from separate databases).