

Contents

Executive Summary	1
Report	1
Problem Definition	1
Results	1
Methods	2
Next steps	2
Contact	3

Executive Summary

The meat of the report. For our client’s who just want the answer quickly, it’s right here up front as the most important tidbit. We can talk executive summary formatting soon.

Report

A more detailed step-by-step guide for clients with the following sections:

Problem Definition

This section essentially describes what the request from the client was, and how we defined the problem as a data science question.

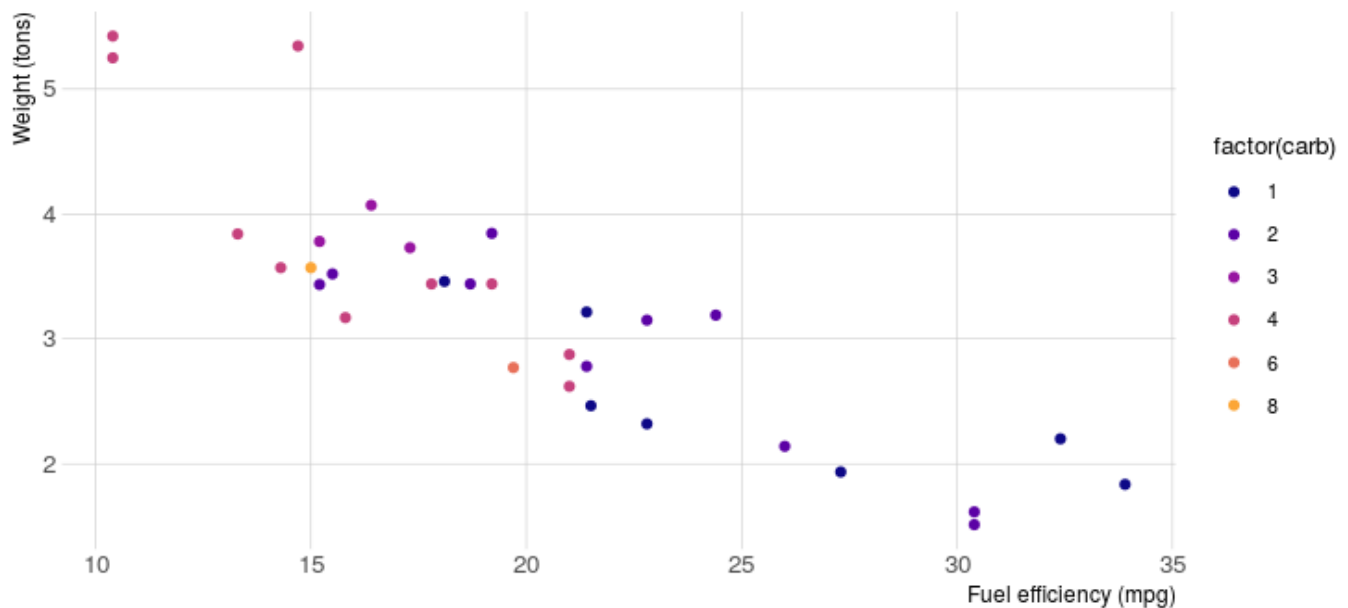
Results

Basically, everything that popped out at the end of our final project for the client.

For example, this is a great place to put descriptive plots:

Seminal ggplot2 scatterplot example

A plot that is only useful for demonstration purposes



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Interpretation

How we interpret that finding / what it implies

Methods

What we did to generate a finding

Assumptions

Any assumptions our team made during the process, or clarifications that are required

Next steps

What happens next. This could be: - following up with client in the following week to review the project - further work we plan on the job (if it is ongoing) - questions that we have that the client can help us answer

Basic Report

Problem Forward

November 21, 2018

Contact

To follow up, please reach out to your Problem Forward liaison or email us here:

Problem Forward

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