

# Outline for the Sample Recommendation Report

1. Letter of Transmittal
2. Title Page: Selecting a Tablet Computer for the Clinical Staff at Rawlings Regional Medical Center: A Recommendation Report
3. Abstract
4. Table of Contents
5. Executive Summary
6. Introduction
7. Research Methods
  - a. Task 1: Acquire a basic understanding of tablet use by clinical staff across the nation
  - b. Task 2: Determine the RPMC clinical staff's knowledge of and attitudes toward tablet use
  - c. Task 3: Assess the BYOD and hospital-owned tablet models
  - d. Task 4: Establish criteria for evaluating tablets
  - e. Task 5: Assess available tablets based on our criteria
  - f. Task 6: Analyze our data and prepare this recommendation report
8. Results
  - a. Task 1: Acquire a basic understanding of tablet use by clinical staff across the nation
  - b. Task 2: Determine the RPMC clinical staff's knowledge of and attitudes toward tablet use
  - c. Task 3: Assess the BYOD and hospital-owned tablet models
  - d. Task 4: Establish criteria for evaluating tablets
  - e. Task 5: Assess available tablets based on our criteria
9. Conclusions
  - a. Tablet use by clinical staff
  - b. The RPMC clinical staff's knowledge of and attitudes toward tablet use
  - c. The BYOD and hospital-owned tablet models
  - d. Criteria for evaluating tablets
  - e. Assessing available tablets based on our criteria
10. Recommendations
  - a. Option 1: Reconsider the cost criterion
  - b. Option 2: Test a representative sample of general-purpose tablets
11. References
12. Appendix: Clinical-Staff Questionnaire

Source report available on [The WayBack Machine](#).