**Title of Report**

## Name(s) and Student ID(s) of Contributor(s)



## Date

## Name of Instructor Course Name and Code

**Table of Contents**

[Executive Summary 3](#_bookmark0)

[Introduction 4](#_bookmark1)

[Analysis 5](#_bookmark2)

[Alternatives 6](#_bookmark3)

[Recommendation and Implementation Plan 7](#_bookmark4)

[Conclusion 8](#_bookmark5)

[Exhibits 9](#_bookmark6)

[References 10](#_bookmark7)

**Executive Summary**

# Executive Summary

* What is the purpose of this report?
* What problem is being addressed? Summarize briefly—avoid unnecessary detail



**Introduction**

# Introduction

* What is the context (or background) of the report? (What has prompted this report?)
* What is the problem? (Answer this in one clear statement if possible.)
* What factors (e.g., stakeholders, timelines, underlying issues) should be considered in developing a recommendation?
* What recommendation(s) are you making?
* How will you support your recommendations in your report? (Give us a roadmap of the sections your report.)



# {Body}

# Analysis

* Examine the problem being faced—what are the contributing factors?
* Show us the steps you’ve used to reach your recommendation and implementation plan.
* How do course concepts apply to the case?
* What are the related exhibits? Be sure to refer to them explicitly in your text e.g., “The organizational structure includes 3 managers and 12 support staff (see Exhibit 1).”



# Alternatives

* What are the alternatives the decision-maker can choose among?
* What decision criteria should be used to evaluate the alternatives?



**Recommendation and Implementation Plan**

# Recommendation and Implementation Plan

* Tell us about the recommendation in detail: What exactly are you asking them to do? How many steps are involved? What equipment or expertise will be needed?
* Next, explain your Action Plan, including:
  + Who will be responsible for what part of the action plan?
  + When will the different parts of the recommendation be implemented? Short-, medium-, and long- term action plan?
  + What will the cost be of these required actions?
  + What will the impact of this recommendation be on other parts of the organization?
  + What problems do you anticipate, and how can develop contingency plans?



**Conclusion**

# Conclusion

* What have you told us? Remind us what the most important point of your report is.
* Succinctly restate your recommendation and tie in these two points:

1. why should they implement your recommendations?
2. what will be the outcome if the recommendations are implemented successfully? (What will the benefits be?)



**Exhibits**

# Exhibits

* What extra information (figures, tables, charts) will help you support your recommendations? Number them Exhibit 1, 2, etc.



**References**

# References

* Before you start writing, ask your instructor what style to use for your referencing.

