

Title of Report

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

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Date

Name of Instructor

Course Name and Code

Table of Contents

Executive Summary	3
Introduction.....	4
Analysis	5
Alternatives	6
Recommendation and Implementation Plan	7
Conclusion.....	8
Exhibits	9
References	10

Executive Summary

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

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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.)

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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).”

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Alternatives

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

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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?

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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?)

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Exhibits

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

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References

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

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