

Executive Summary

Writing Prompts: Executive Summary

Define Your Purpose:

What is the purpose of this report?

Describe the Problem:

What problem is being addressed? Summarize briefly – avoid unnecessary detail.

Continue to Introduction →

Introduction

Writing Prompts: Introduction

Describe the Background of Your Report:

What is the context (or background) of the report? (What has prompted this report?)

Outline the Problem:

What is the problem? (Answer this in one clear statement if possible.)

Investigate All Consideration Factors:

What factors (e.g., stakeholders, timeline, underlying issues) should be considered in developing a recommendation?

Provide Recommendations:

What recommendation(s) are you making?

Support Your Recommendations:

How will you support your recommendations in your report? (Give us a roadmap of the sections in you report.)

Continue to Analysis →

Alternatives and Decision Criteria

Writing Prompts: Alternatives and Decision Criteria

List the Alternatives:

What are the alternatives the decision-maker can choose among?

This section can be structured around the alternatives themselves; specifically, if you have three, mutually exclusive alternatives, then you can have a heading for each alternative.

Under each alternative, you can state the specifics of that alternative.

At this point, only alternatives that can potentially solve the specific problem(s) at hand should be included in this section!

Outline the Decision Criteria:

What decision criteria should be used to evaluate the alternatives? Explain each (be sure to clarify why criterion is relevant).

Continue to Recommendation and Implementation Plan →

Recommendation and Implementation Plan

Writing Prompts: Recommendation and Implementation Plan

Describe Your Recommendations:

Tell us about the recommendation in detail: What exactly are you asking them to do?

Outline Steps, Equipment, and Expertise Needed:

How many steps are involved? what equipment or expertise will be needed?

Action Plan:

Explain the Responsible Parties:

Who will be responsible for what part of the action plan?

Explain the Implementation

Recommendation:

When will the different parts of the recommendation be implemented? Define your short, medium , and long-term action plan.

Define Cost:

What will the cost be of these required actions?

Explain Impacts on the Organization:

What will the impact of this recommendation be on other parts of the organization?

Describe Problems and Develop

Contingencies:

What problems do you anticipate, and how can you develop contingency plans?

Continue to Recommendation and Implementation Plan →

Additional Space

Additional Space

Continue to Conclusion →

Conclusion and References

Writing Prompts: Conclusion and References

Highlight the Most Important Point of Your Report:

What have you told us? Remind us what the most important point of your report is.

Restate Your Recommendation:

Succinctly restate your recommendation and outline why your audience should implement your recommendations.

Describe the Outcome of Your Recommendation:

What benefits will the organization see if your recommendations are implemented?