

## Exhibit 10-3: Final Report Template

### **Title page**

- Name of project
- Name of client organization
- Author(s) and affiliation(s)
- Date of submission
- Note at bottom of page as follows: "Final report submitted in accordance with the requirements of contract #ABC1234-1, issued July X, 2XXX."

### **Acknowledgments Page**

- Recognition of those who contributed to the project
- Thanks to individuals, groups who supported the project

### **Table of contents** (for reports of 15 pages or more)

### **Executive Summary** (2-3 pages for reports of 20 pages or more)

- Key points from each report section
- Clear, concise list of conclusions and recommendations

### **Introduction** (1-3 pages)

- Project need
- Project purpose
- History and context of performance improvement situation
- Critical events that triggered the project
- Important decisions that stimulated the project

### **Statement of the Problem or Overall Project Objective**

- Problem to be solved or nature of the project
- Rationale for performance-consulting approach
- Useful background information

### **Project Methodology**

- Front-end analysis and rationale
- Intervention selection and rationale
- Intervention development and rationale
- Evaluation, monitoring, and maintenance with rationale

### **Project Objectives** (cover the following for each objective)

- The objective itself
- Activities
- Deliverables/products
- Results
- Conclusions

*For this section, draw heavily from interim reports.*

### **Project Conclusions**

- Accomplishments
- What was not accomplished
- Overall project conclusions with explanations

### **Recommendations**

- Further actions
- Further decisions
- Time and action calendar (if appropriate)

### **Appendixes**

- Protocols, policies, plans, transcripts of interviews, detailed analyses, lengthy evaluation tables
- Sample materials produced
- Financial reports