

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