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Findings and recommendations template

Decision making requires the vigilant assessment of options. A recommendation report proposes several potential solutions to a problem and concludes by recommending the best one. Compared to white papers, bespoke reports are more too persuasive, since they make a final recommendation that is informed by research and evidence. Read our tips all the way to finish download our free recommendation report model. Or better yet, if you're ready to level-up your professional writing game, definitely check out expert-crafted report model packages— an exclusive article in our models for professionally busy™ series. Watch our video on the reason why you should be writing a more bespoke report to get a sneak-peak of our models. If you're ready for self potential professional well-being, be sure to check out our online, on-demand writing course, Wordsmith: A Grammar & Write courses for busy professionals. Now let's jump to report recommendations... Start with an executive summary that briefly introduces and resumes your goals for writing this report. This section establishes readers hope for what is followed. Make sure that the state is clearly here your reason for writing this report, and the contents of the report. The issue statement perhaps the most important part of the report because it articlèle this issue clearly, provides a strong sense of need for the options you will explore in the rest of the report. The Problem Statement is where you justify the purpose of this report. To justify the options you recommend, you must first understand the specific needs of the business, organization, or interest person you are writing to (i.e., what does the organization need? Why? What is the background of this problem? Who is the greatest speaker? What was the attempt in the past? Why didn't it work?). Your issue statement will serve as your introduction to the options discussed in this report. Description of This Option is the heart of a recommendation report. In this section, you describe a set of possible idea numbers (typically 3) to solve the problem cited at the beginning of your report. Your ideas should be creative and well-planned. Each option (which should be described in paragraph 1-2) should include the following information: a full recipient of this option/leader, information about how this option was needed to be cited at the beginning of your report, specific details of how this idea could be implemented, and justification as to why this option works. Assessment & Criteria Assessment of each Option After describing the three options, you should outline criteria for evaluating these options. The criteria should be based on the information described in your Need Statement. After listing and justify evaluation criteria, you should evaluate each option based on its capabilities answer your criteria. Final recommendation after describing and assessing your options, you'll recommend the one you think is best and give a discussion of the reasons why you recommend it. In other words, defend your recommendations well in this section. The conclusion of a recommendation report should re-highlight the final recommendation and offer suggestions on how the audience/reader could move to the application. Citing referral reports sometimes requires in-depth research that can range from doing interviews and surveys reading peer-reviewed journal articles or other related documents. You should cite this information so future readers can access the items and resources you use. The citation style you use should be based on the industry you're writing for: the chemical industry expects ACS Style, medical professionals expecting AMA, humanitarian audience to expect MLA, social sciences expecting APA, and so on. Views: Should I use third person or first person? Like most business reports, this should be written professionally. This usually means avoiding too much personal narrative, and instead relying on third people. For example (third person): This report benefits three options for community partnerships with My Starving Children's Food. However, it is perfectly fine to use the first-person collective bit throughout the report, especially to indicate something convenient that you did. For example (collective first person): We conducted this campaign with a special emphasis on bold colors in order to draw the vicious attention of innocence to the imagination of youth, and in order to unlike the hope of hunger. OR In this report, we lowered three options... Note that these three examples are not input (such as one can be paired when using first-person). Instead, they simply acknowledge that a real, living, breathing person wrote this report and developed those options. For this reason, first person is great when it's being used for these irretical purposes. Get our Recommendations report model package! If you are ready to start building a highly designed recommendation report and expert advice written built right in. If you've ever found yourself needing to discuss for a specific course of action in your organization, a recommendation report will help you analyze a problem, product, population, or process and make clear recommendations on the best path forward. Not ready to invest to level up your professional writing game? Get our free referral report model! You'll find a professional designed six-page Word document template to use for your written recommendation report. We include written advice on each page to guide you as you write! Recommended Reading Here are some of our favorite resources on referral reports: more about our online business course writing. Get written tips and become a thought leader! Join our community of thought leaders and industry experts who are advantages of communicating complex ideas. Get updates from the Told Content team in English-teacher-turned-entrepreneurs by subscribing to our email list. You'll receive thought-inducing technical writing and business writing articles, see fascinating infographics and gain insight into yourself from our writing experts. The next step involves proposing solutions to address constraints or discovery opportunities during analysis. Keep in mind that you're constructing a discussion -- a narrative that nudgeshers clear in the direction of a series of proposed recommendations. Your arguments will be vetted and challenged and likely that choices will have to be made regarding which recommendations they can apply. That said, it's important to remember that you're giving decision-making data and proposing changes, so you'll need to back up your advice with good reasoning. 2.1 Finds from the qualitative and quantitative analysis. Finds are typically divided into sections by technical areas, following the plan established in the Field Guide. Be sure to highlight gender-relevant results. Additionally, be prepared for new or unusual results that may emerge, as these may require modification to the original plan. Each evaluation report includes a description of the private health sector, sometimes referred to as private landscape sector. Though there are many ways the information can be presented, it is useful to have a visual graphic to illustrate the myriad actors and organizations. The key questions to be addressed in the private health sector's description include: Who are the key actors in the private health sector? What specific health services and products are delivered by private providers? At what cost? Which population groups serve (sex, income, urban/rural, special groups)? How does private health sector organize? What are the links with health systems in general? What are the sources of private health costs? 2.2 Recommendations are articulate the most important part of the analysis phase - this is where you will suggest specific interventions or strategies to address the problems and constrained identifies in their assessments. Recommendations should directly respond to key results arriving in data collection and analysis. A process of priority is essential to narrow down results, and once this is done, recommendations should be developed that align with the most important results. Using the abbreviated Sex Analysis and Matrix Integration (GAIM) about 1.4 in gender generation results and determine at which level(s) you may want to intervene. Does your program cause you / project / strategy to address a root cause? Is it looking to accommodate or transform existing norms? Review previous assessments can be useful at this stage, to learn what strategies have been recommended to address specific private sector constraints in other countries. The following table synthesizes key issues that affect service delivery in the private sector, drawing from previous assessments. RESOURCES ► When overhauling the supply chain in Nigeria, our assessment team identified weak settlement of drug vendors as a main area of anxiety. This lack of reinforcement has compromised the quality of drugs without increased access where it was most needed. Given this finding, we propose to conduct a pharmaceutical pilot network that would achieve the following: Create a new dimension of practice, with higher levels of training but a wider range of products and authorized services, and supervision by pharmacists. Driving pool acquisition and distribution for network members increases the access to credit to establish and expand business strengthening supervision and quality monitoring of Retail exits by a network deductible conducts joints of all pharmacies in the network to promote quality and increase customer recommendations should be one-phrase, successful, successful, and start with an action verb (created , establishing, money, facilities, coordinators, etc.). Smart format should be used (Specific, Measurable, Tagged, Realistic, TIMELY). Each recommendation should be followed by a few phrases of explanatory text. In addition to being SMART, recommendations would be possible. Both operational possibility and policy priorities (i.e., will policies) should be considered when developing recommendations. Experience has demonstrated that public potential sector receptivity proposes private health initiatives essential. A final consideration for recommendation is distribution. Frequent solutions to identify the sequence issues, built on intermediate steps. Teams sometimes recommendation boards as near-term (e.g., 6 to 12 months) and longer terms (e.g., one to three years). The following example of Tanzani's assessment report shows near-term and long-term recommendations. Recommendations are typically summarized in the Executive Summary, and presented in full in specific technical sections, usually as a short list of bullets after the results are summarized. In some reports, there may be a section at the end of the document that consolidates recommendations and highlights the links across basic areas (e.g., service delivery and health funding) before the conclusion section. TIP ► Recommendations stem from the results. Link each of your recommendations to find that supports it, highlighting the direct connection between assessment and action. You can display this link visually by using a two-column table: the first column of the found list, and the respective recommendations listed adjacent to the second column. 2.3 Distilyted key results and Recommendations By now it can be clear that the private health sector generates a high volume of information. One of the tough aspects of doing this type of assessment is sorting through the volumine information, pressing the relative import of each gain, and determining which to find in terms of their impact on the implications of private sector health. This process of selecting the key results followed by developing corresponding recommendations for improving or increasing the role of the private sector health, or otherwise facilitating a suitable role for the sector.SHOPS developed a model to help teams assessment priorities in the specific issues being identified in the analysis stage. The team should work together to reach disclosure judgment regarding the top three priority orders for five issues in each core area (i.e., Environment, Funding, Service Delivery, Chain Reserve, and Request). After that, the team can write their key determinant or cause primary issues, either through earlier root analysis, or team brain in that moment. This task should facilitate generating potential solutions to address the cause behind the identified issues, which can be entered into the column on the right. Summary: Consideration for Priority Recommendations Is It Possible? Is there political will, or potential opposition? Does it fill an existing or needed difference? What impact is likely? Are resources available (individuals, experiences, funds)? Does it require political reform? What is the estimated time frame applied? Does it advance gender equality and, if so, how? Will it remove a critical barrier or accelerate an opportunity to achieve a result of interest? Could it generate an intentional consequence? Once the team has reached consensus on the main results and corresponding recommendations for improving the role of the private sector, the next step is to draft the report.<back to Step Before going to Next step >>