

Report Structure

Your report should be about 15-20 words (unless you are working in a group, in which case it may be longer). It should provide a clear articulation of the development process of the project and your findings. Please pay attention to its layout and design. Graphs, diagrams and illustrations are welcome. Key quotations may be highlighted in support of it. All statistics, quotations, sources of ideas must be fully referenced.

Title page	report title your name(s) submission date
Executive Summary	overview of subject matter methods of analysis findings recommendations
Table of Contents	list of numbered sections in report and their page numbers
Introduction	terms of reference outline of report's structure
Body	headings and sub-headings which reflect the contents of each section. Includes information on method of data collection (if applicable), the findings of the report and discussion of findings in light of theory makes wider recommendations for design strategy and leadership perhaps drawing in material from lectures and assignments
Conclusion	states the major inferences that can be drawn from the discussion reflects on limitations of the study, design philosophical position of the author, potential for further study
References	list of reference material consulted during research for report references should be done consistently, preferably using Harvard or similar style
Appendix	information that supports your analysis but is not essential to its explanation

Adapted from <https://unlearning.uow.edu.au/report4b.html>

See a couple of reports I have co-authored for ideas on content and layout:

<https://protopublics.files.wordpress.com/2016/11/protopublicsreportfinal1.pdf>

<https://mappingsocialdesign.files.wordpress.com/2014/10/social-design-report.pdf>