RECOMMENDATION REPORT

OBJECTIVES

This assignment is meant to teach you the following skills:

- Identifying/defining a specific, real, local, and complex-enough problem or opportunity
- Establishing criteria for responding to the problem or opporunity
- Determining options for addressing the problem or opportunity
- Studying each option against a set of criteria
- Drawing conclusions about each option based on how they satisfy the criteria
- Formulating recommendations based on the conclusions
- Writing a recommendation report

DESCRIPTION

For this assignment, you will work in teams of 2-3 students to write a recommendation report – a technical document for executive decision making which proposes a solution to an established and well-defined problem by evaluating possible solutions and recommending one. The problem should be specific, real, local, rather than theoretical. Local and practical problems often relate to your work, organizations, or field of study or are presented by a client. Your recommendation should be guided by primary and/or secondary research, including but not limited to talking to a salesperson, consulting an expert, observing a public site, doing online research, library research, and other types of secondary research.

SAMPLE TOPICS

- Is it feasible to install speed bumps on Washington Road?
- Is it cost-effective to install solar panels to generate electricity for Magale Library?
- Which Arkansas law-school is better for a career in intellectual property?
- How can the appointment process be better managed at the SAU heath center?
- How can work-schedules be better arranged for employees at Java Primo?
- How can theft be best prevented at Mall X?
- What sort of packaging would make the product of a local store X stand out to potential customers at a boutique?
- What is the best course for securing the US southern border?
- What is the best course for combating terrorism in Burkina Faso?
- Is geothermal energy the best system for heating and cooling Ball State University buildings?
- Is Blackboard the best learning management system for SAU?
- How can SAU best be protected from shooters?
- What is the best way to advertise product X to increase sales?
- What is the best solution to conserve vegetables in Burkina Faso for offseason use?
- What is the best technology upgrade to protect drivers and passengers from injury in a car accident?
- What is the best way to construct a portable, cost-effective, and easy-to-use miniature solar farm to power a water heater?

WRITING

Write your recommendation report to include all the necessary components of a formal report:

FRONT MATTER

- title page,
- acknowledgment,
- ethics statement,
- disclaimer,
- table of contents,
- list of tables,
- list of figures,
- executive summary/abstract

BODY OF THE REPORT

- introduction
- methods
- results
- conclusions
- recommendations

BACK MATTER

- glossary/list of symbols
- references
- appendixes.

REQUIREMENTS

Length: 40 - 60 pages (Be concise and avoid lengthy, unnecessary wording)

Documentation: Use APA style

Format: Choose an effective design for your recommendation report

SUBMISSION

When you are done with the project, you will submit both a digital and a hard copy.

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