

Professional Analysis Report Template

The following questions help you develop a professional analysis report. The five sections are a guide intended to help you organize your report. Your report may be laid out differently.

Report Section	Questions to consider	Response
BACKGROUND <i>the reason for the report</i>	Is this a client request? Proposal by you? Why did you do the report? What is the objective? What are key considerations for the report?	
SCOPE <i>what you analyzed</i>	What did you analyze? What method for analysis did you use? What resources did you use? Did your analysis exclude any specific areas?	
FINDINGS <i>what you analysis discovered</i>	What specific findings did you uncover? Which are the most critical?	
RECOMMENDATIONS <i>based on client's needs</i>	What are recommendations after analysis? Based on client, are all recommendations feasible? Are there alternatives or other options? What is the desired outcome?	
NEXT STEPS <i>actions to achieve recommendations</i>	Which recommendations do you have buy-in from client? Which should take priority? What specific actions are needed? What is a reasonable timeline for action?	