

**620-361**  
**OPERATIONS RESEARCH TECHNIQUES**  
**AND ALGORITHMS**  
**2002**

A FEW TIPS FOR REPORT WRITING

Your project report should be targetted at the management level of your “client business”. These tips are for reports of a style acceptable to business management.

The layout of the report should resemble the following.

The body of the report (not including appendices) should be no more than 10 pages.

TITLE	<i>(authors, affiliations)</i>
EXECUTIVE SUMMARY	<i>(single page, no maths symbols, lay terms only)</i>
Introduction and objectives	
Summary of findings and conclusions	
Summary of recommendations	<i>(can cross-reference main report)</i>
INTRODUCTION/BACKGROUND	<i>(about two pages)</i>
RESULTS, CONCLUSIONS AND RECOMMENDATIONS	
Main results only	
Subsidiary results	→ Appendix
Extensive data or analysis supporting results	→ Appendix
METHODS	<i>(level of detail: another student can understand it, client can, in principle, reproduce results)</i>
Theory	
Techniques	
Analysis	

Algorithms

GENERAL DISCUSSION

*(Optional)*

Related problems

Related literature

Alternative approaches not explored

REFERENCES

APPENDICES

*(all well annotated, computer  
programs can go on disk)*

Mathematical models

Flow charts

Computer programs

Computer output

Data

Large tables of results