

Note

Reports are technical documents (Perdicoulis, 2016) giving an objective account of a particular matter, usually after in-depth investigation or consideration. The following samples indicate the document structure of common report types associated with science or engineering projects (Perdicoulis, 2017).

1 Science Report

— Frontmatter —

COVER Title, authors, institution; *impressum*/ information about the publication (e.g. ISBN)

TABLE OF CONTENTS Compiled automatically; list of illustrations (figures/ tables)

PREFACE Personal note about this work

ACKNOWLEDGEMENTS Recognition of sponsorships or other support

— Mainmatter^a —

INTRODUCTION Context; scope; motivation; the question (Perdicoulis, 2013f); approach

STATE OF THE ART Anything (important) found in classic and recent literature about the subject

METHODOLOGY The protocol for obtaining and processing data/ information; technical notes

RESULTS Anything (important) discovered^b in this work; notes and comments

DISCUSSION Anything (important) learned^c in this work; alternative perspectives; future work

CONCLUSION Summary of the work, including lessons learned and suggestions

— Endmatter —

ANNEX Local repository of voluminous raw data (e.g. tables, models)

GLOSSARY List of relevant and important terms

BIBLIOGRAPHY All the consulted literature — cited or not

PERSONAL COMMUNICATION List of contacted people, with respective affiliations

INDEX List of keywords, with page numbers of the most important instances

^a The structure of this part is similar to that of ‘articles’ (Perdicoulis, 2016)

^b Impartial exposition

^c Personal experience

2 Project Charter

SUMMARY What is this project about?

OBJECTIVES What is to be achieved by the project?

BUSINESS CASE Justification (external perspective)

SCOPE Extension and limits of the project

RESOURCES Means and money (overview)

VIABILITY Capacity, conditions (internal perspective)

ROLES AND RESPONSIBILITIES People, functions, hierarchy

3 Project Management Plan

SCOPE Extension and limits (revisited/ operational perspective)

TIME MANAGEMENT Timeline/ Gantt chart (tasks, people, methods)

RESOURCES Means and costs (analytically)

RISKS What can go wrong? Why or how? Where? When? How to prevent or fix it?

COMMUNICATION Entities, pathways, media, frequency, style

CONCLUSION Outlook of the project’s implementation

4 EIS Review

INTRODUCTION Year, project, place, proponent, consultant, EIS (Perdicoulis, 2015)

COMMUNICATION OF IMPACTS Methodology, example, criteria, assessment

FORECAST OF IMPACTS Methodology, example, criteria, assessment

ASSESSMENT OF IMPACTS Methodology, example, criteria, assessment

CAUSAL ARGUMENT Methodology, example, criteria, assessment

FOLLOW-UP Methodology, example, criteria, assessment

DISCUSSION Relations, extensions, observations

CONCLUSION Global summary

Bibliography

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