

# **Instructor's Evaluation Criteria for Final Consulting Report**

**The Final Consulting Report counts as 20% of your course grade.**

## **DOCUMENT REQUIREMENTS & OUTLINE**

### **Executive Summary – 2 pages (10 pts)**

- Names of consultant, CP(s), and their organization
- Contact info for CP & organization
- Brief description of the organization, its mission, and your CP.
- Brief description of the scope of work.
  - In the executive summary, only include that which actually took place or was attempted.
- Brief description of outcomes
  - Focus on increased capacity.
  - Include what needs to happen to be sustainable.
  - Not all outcomes need to be listed here, perhaps 2 of the most major outcomes.
- Key recommendations.
  - Each recommendation should be one sentence, and a *brief* paragraph supporting why the recommendation is important.
  - A reference to "more recommendations in the full report" is acceptable and encouraged if such recommendations exist.

### **About The Organization – 3 page MAX (40 pts)**

- Be brief, to the point and informative.
- Eliminate detail in the About the Org section that is irrelevant to your scope of work, outcomes, and recommendations.
- Should be adjusted for appropriate verb tense.

### **Then for each Task (45 pts): (all tasks in your original Scope of Work must be included)**

#### **Motivation – .5 to .75 page MAX**

- Describe the problem or opportunity being addressed
- Describe how this problem or opportunity impacts the mission of the organization
- Describe the approach (solution) you used
- Drop Expected Outcomes, additional Impacts, and the discussion of Feasibility

#### **Outcomes – 2 to 3 pages MAX**

- Describe the outcomes – providing concrete evidence via observable examples.
- Include intermediate outcomes, not just final outcomes.
- Include solution (technology) outcomes as well as capacity building (people) outcomes.
- If useful on a point-by-point basis, contrast with what the original situation was.
- What outcomes are “yet to be achieved”.
- How does this outcome indicate increased capacity to meet the organization’s mission?
- Give concrete evidence of what is sustainable. What are the risks to sustainability?
- Has the CP expressed new ideas of how technology can support their mission?
- Do not write as a chronological narrative (we did this then this then this), instead distill the golden nuggets of what the outcomes were.

### **Recommendations – 4 to 5 pages**

#### **Vision**

- Provide a broad vision: if your CP followed the recommended plan, what would their organization look like in the future.

#### **Goal 1: Name of goal**

- Describe/ introduce goal 1 in detail
- Build a persuasive case

### **Strategies (Approach or Solution if you like either of those words better)**

- Describe the major steps, or phases, necessary to reach the goal.
- Outline expected outcomes
- Research resources that are needed to complete the strategies for this goal

### **About the consultant:**

- At the end of the last page of your report, add a brief paragraph about yourself, i.e.:
- Name, year in school, major/minor areas of study, comment about career expectations.

### **Appendices**

- Label Appendices A, B, C. Appendix Labels need to be in larger font, 14 pt.

### **Report formatting (5 pts) - The degree to which the report adheres to report specifications.**