**Recommendation Report Planning Worksheet**

This worksheet is designed to help you to both frame the problem statement and research question of your report and begin general preparation for writing. When you have the following questions answered sufficiently, you’ll find that writing the report itself will be much easier.

1. **Defining a problem statement.** What is the problem that requires a decision be made before action can be taken? Express the problem using the ideal-reality-consequences model you learned about in class.

2. **Audience.** Who has the authority to make this decision? (Perhaps there will be more than one person at different levels of authority.) What do readers already know about the problem? What are their attitudes toward it? What are their attitudes toward you? (In other words, will they believe the decision you ultimately make? Why or why not?) What personal values may influence the decision they make? Will some future readers depend on the report to establish the history of a situation?

3. **Research Question.** Pose your question as a version of one of these: Is the project feasible? Which is better, option A or option B? Why does X happen, and what can be done about it?

4. **Selection Criteria.** What technical, managerial, and social criteria will you use to determine that your decision is good?

5. **Research Methods.** What types of research will give you the data you need to solve each criterion? What people, books, or existing reports may be helpful to your research?