Appl 655

All projects follow the same basic format for a report to management.

Essentially it includes all of the following:

**Title  
Executive summary** -   
 **Description of the client and purpose of project (what they need and what will be done)**   
 **Problem statement**  
 **Results of SPSS data analysis** – (if data exist)  
**(using and SPSS data file provided)** -   
Conclusions and Recommendations    
**Predicted consequences of the decision** (if solution is implemented)  
**Conclusion** -

Report formats for project reports

Job Analysis Project (JA)

Performance Appraisal Project (PA)

Selection Procedures Report (SEL)

Organizational Behavior Report (OB)