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)