

# Overview of Report



# Definition of Report (1)

- A report is a prepared account of what happened, about a particular event, presented in formal and organized format backed with statistical evidence
- It may be a single report or a series of them
- Report is the term used for a group of documents that inform, analyze or recommend



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# Definition of Report (2)

- A report is a planned, organized, factual presentation of information prepared for a specific purpose and for a specific audience



# Purpose of Report

- Updates receivers
- Makes recommendations
- Gives results
- Provides operational data



# Report Functions (1)

- An informational report presents the facts
- But does not analyze the information, draw conclusions, or make recommendations
- Examples:
  - ✓ Annual report—summarizes a company's accomplishments, finances, and significant events
  - ✓ Progress report—updates status of a project
  - ✓ Travel or trip report—summarizes travel agenda
  - ✓ Minutes—record of proceedings of a meeting



# Report Functions (2)

- An analytical report presents information, analyzes the information, draws conclusions, and sometimes includes recommendations.
- Examples:
  - ✓ Feasibility report—examines a proposed course of action
  - ✓ Justification report—explains or recommends an action



# Questions



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