Proposed Team Write-up Paper Organization:

I. Executive Summary
1. Includes a concise statement of purpose for the report.
2. Identifies the major points in the analysis.
3. Outlines the recommendations that will be made based on the analysis.

II. Analysis Section
1. The first paragraph summarizes the conclusions of the analysis, how those conclusions were derived, and the structure of the analysis.
2. Arguments are well-supported with specific evidence and data provided.
3. Concepts from class and/or independent research are used appropriately to sharpen the analysis.
4. The final paragraph summarizes the section and transitions to next section.

III. Recommendations Section
1. The first paragraph outlines each recommendation to be made
2. Each recommendation includes a discussion of benefits and potential barriers.
3. Each recommendation flows logically from arguments presented in the analysis section.
4. The final paragraph summarizes the section and transitions to next section.

IV. Conclusions Section
1. Briefly summarize the issues and recommendations for the organization (roadmap of the section)
2. Closing statement

V. Team Reflection
1. Were there any conflicts on the team? If yes: why? If no: why not?
2. How did the different personalities of the team work together?
3. If the team could work together again what would the team change?

Overall Considerations
1. The report should utilize APA formatting, including proper punctuation, grammar, & spelling, 12-pt Times New Roman font, 1" margins, double-spaced.
2. The report is well-integrated and flows logically.
3. The position of the report is clear, logical, and based off of well-reasoned analysis that is supported by data and/or research.