Collaborative Report: Recommendation

As we have discussed over the course of the semester, writing in the workplace is most often done collaboratively. In this final project of the semester, you will collaboratively compose a formal report. This project allows you to apply all the skills you’ve developed in the previous three projects:

* Analysis of audience and purpose
* Composition for a specific audience and purpose with a tailored writing style
* Creation and integration of visuals
* Engagement in significant research
* Participation in collaborative work

You will create an extended work of professional and technical writing that allows you to showcase what you have learned while further developing your collaborative skills and leveraging each other’s strengths to make a thorough, effective, accurate and well-designed report.

In the first week, you’ll get into teams and focus on setting up a successful collaboration. You’ll have three weeks to compose a full draft of your report, and one week to revise for the final draft.

Your report will include data visualizations to establish the scope of the problem and/or potential impacts of solutions. Visuals are a necessary element of effective report, because, as you have learned, they make data accessible for the audience in an engaging format. Your visualizations should be fair and accurate, and also tailored to your audience and purpose.

**Recommendation Report Project**

Goals

**Report**

* Understand and apply the conventions of a report
* Address a specific problem and develop realistic potential solutions to that problem
* Integrate evidence gathered from research to support an argument
* Use data visualizations to integrate data in support of an argument
* Apply the stylistic conventions of professional writing to craft an effective argument
* Apply principles of document design to create a visually appealing document designed for readability

**Revision Planning Slides**

* Use visual design principles to develop appealing and appropriate slides that explain your plans for revision

**Collaboration**

* Work as a team to collaboratively produce a successful formal report

**Project Description**

In this project, you will work collaboratively to create a Recommendation Report. This report presents a detailed understanding of a local problem at USF or in the local community, and then recommends a realistic solution to this problem. The recommendation report hinges on research. You will thoroughly research the problem and then provide research that persuades your audience that the solution you recommend is the right one for the given situation. Research for the recommendation report works to prove to the audience that the recommended solution is achievable, workable, and appropriate for the problem given the practical constraints (i.e., resources, budget, time, personnel, etc.). Recommendation reports address the following questions:

* What problem are you going to solve?
* How are you going to solve it?
* Is it practical to pursue this solution?
* What are benefits of the solution?
* How much will the work cost?
* When and how will you complete the work?

Again, the answers to these must be based on research. Thorough research gives the audience the information they need to fully understand the problem and assess your solution.

In addition, the report must contain at least two data visualizations that explain the research to your audience in a visual format. Data visualizations can include graphs, charts, tables, etc. Each visual should be tailored to your purpose and audience.

**Visualizations**

In addition, the report must contain at least two data visualizations that explain the research to your audience in a visual format. Data visualizations can include graphs, charts, tables, etc. Each visual should be tailored to your purpose and audience.

**Revision Planning Slides**

In the work world, information often is presented to superiors and coworkers in the form of slides. To give you practice designing effective slides, revision of your final report will be planned using slides. You will outline the major sections of the report and identify your plans for revising each one. You also will discuss document design and the CFF.

**Collaboration**

Successful collaborative writing is a major objective of the project. You will be asked to consider your work habits and the implications of those habits when working collaboratively. In teamwork, leverage team member strengths in the workflow and in assigning duties--i.e., math skills, attention to detail, writing skills, visual design skills, strong organizational skills.  Also build into your workflow ways to negotiate work habits like procrastination or perfectionism to ensure that all team members complete work on time and up to the teams specifications. The initial memo deliverable includes a Team Charter that asks you to be both critically reflexive and honest with the team about your work habits, and to think through how the team will work together. Collaborative skills are further developed through regular Team Progress Reports. The efficacy of the team’s collaborative efforts is reflected in the Individual Team Evaluations submitted at the end of the semester.

**Deliverables**

You will have several components to the team project:

* Memo to the Instructor
  + Explains the team’s planned course of action for the project
  + Includes Work Plan and Team Charter
* Formal Recommendation Report
  + The Recommendation Report must include at least two data visualizations that are tailored to your audience and purpose.
  + The Recommendation Report should be 11-14pp
* Revision Planning Slides
* Progress Reports
* Self and Team Evaluations

**Sample Format for Recommendation Report**

* **Letter of Transmittal**
* **Title Page**
* **Table of Contents**
* **Informative Abstract**
* **Introduction**
  + Context/Background Information
  + Purpose statement and top-down strategy
* **Problem/Need**
  + Explanation of problem or need
  + Causes of problem or need
* **Solution**
  + Details of the solution
  + Benefits of the solution
  + Ways in which the solution satisfies decision criteria
    - Decision criteria: Variables or characteristics that are important to the organization making the decision. (i.e., human resources, budget, real property issues, environmental issues, usability, cost, etc.)
* **Implementation**
  + Schedule for implementing the solution (Consider including a Gantt chart)
  + Budget
  + Personnel and assigned duties of each member of the team
* **Visualizations**
  + At least two data visualizations
* **Call to Action**
  + Underscore benefits of recommendation and ask reader to act
* **References**