



## Project Phases > Policy & Delivery Design > Output

Template: Final report

<p><b>1. Foreword</b></p> <ul style="list-style-type: none"><li>• PM or Sponsor Minister</li><li>• Include status of report (agreed government policy, consultation document etc...)</li></ul> <p><b>2. Executive Summary</b></p> <ul style="list-style-type: none"><li>• Key points (the story on one page)</li><li>• The problem/issue and why it matters</li><li>• Causes/barriers to change</li><li>• Solutions - main themes</li><li>• Most important conclusions</li></ul> <p><b>3. Introduction</b></p> <ul style="list-style-type: none"><li>• Background to the report</li><li>• Scope of study/coverage</li><li>• How it was carried out</li><li>• Financial implications</li><li>• Structure of the report</li></ul> <p><b>4. Analysis of the problems/issues</b></p> <ul style="list-style-type: none"><li>• What is happening and why it matters</li><li>• What are the causes/barriers to change</li><li>• What are the underlying market or government failures that are creating the problem</li></ul>	<p><b>5. Where do we want to get to/what is the vision?</b></p> <ul style="list-style-type: none"><li>• What is the long-term strategy?</li><li>• What are the key themes in getting there?</li></ul> <p><b>6. How do we get there/solutions</b></p> <ul style="list-style-type: none"><li>• Analysis of the role of government, the private sector and/or other players</li><li>• Analysis of possible interventions/changes</li><li>• Recommendations</li></ul> <p><b>7. Implementation plan/monitoring and evaluation</b></p> <ul style="list-style-type: none"><li>• Responsibilities and timetable</li><li>• Implications for devolved administrations</li><li>• Monitoring arrangements</li><li>• Evaluating impact/key success measures</li></ul> <p><b>8. Annexes</b></p> <ul style="list-style-type: none"><li>• Project team, Sponsor Minister, Advisory Group</li><li>• Methodology</li><li>• Summary of research and consultation</li><li>• Organisations consulted</li><li>• References</li><li>• International comparisons/lessons from overseas</li></ul>
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