Definition of a Report:

A report is a factual and systematic account of a specific business or professional activity. It is an informational work made with the intention of giving information or recounting events in a presentable form. They are used to keep track of information, evaluate a strategy and make decisions.

Importance of Reports:

The importance of reports lies in the fact that a number of business decisions and research conclusions are made on the basis of information presented or recommendations made in reports. They help in the analysis of a condition, situation or a problem for an effective solution. Effective report writing skills are necessary in order to be successful in the workplace. As a person advances in the career he/she has to prepare various kinds of reports like:

1. Periodic Reports
2. Situational Reports
3. Investigative Reports
4. Project Reports
5. Feasibility Reports
6. Compliance reports
7. Evaluation Reports

Types of Reports:

Reports can be classified as:

1. **Informational and Analytical** based on their functions
2. Routine and Special according to their periodicity
3. Oral and Written as per their communicative form
4. Formal and Informal depending on their nature, scope and length.

Formats of Reports:

There are four formats of Reports:

1. Printed formats
2. Letter formats
3. Memo formats
4. Manuscript formats

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| S.No | Formats | Description |
| 1. | Printed format | Forms prepared to record for repetitive and routine data. |
| 2. | Letter format | Short informal reports to be communicated to someone outside the organisation. |
| 3. | Memo format | Short informal reports to be communicated to someone within the organisation. |
| 4. | Manuscript format | Formal reports printed on plain paper. |

Structure of Reports:

A report includes the following parts of elements:

* Title page
* Preface
* Letter of transmittal
* Acknowledgements
* Table of contents
* List of illustrations
* Abstract/Executive summary
* Introduction
* Methodology
* Discussion/Findings/Analysis
* Conclusion
* Recommendation
* Appendices
* References and bibliography

Writing Strategies:

As reports are systematic attempts to discuss problems, situations or conditions and stimulate thinking or action in individuals and groups, a systematic plan of writing should be followed. The following steps will help in organising and presenting the report systematically:

1. Analyse the problem and purpose
2. Determine the scope of the report
3. Determine the needs of the audience
4. Gather all the information
5. Analyse and organise the information
6. Write the first draft
7. Revise, review and edit
8. Write the final draft.

Evaluation Report:

An **evaluation** is an **assessment** of certain topics or subjects typically conducted for a specific purpose. An **evaluation report**, in the simplest sense, is a document which **reports** the results, findings, interpretations, conclusions, or recommendations derived through an **evaluation**. Evaluation report primarily gives an executive summary of the points covered by the evaluation. It also presents an overview of the evaluation process.

Importance of Evaluation Report:

An evaluation report is an essential way of presenting an evaluation to a certain audience. It is intended to promote awareness on how the evaluation reached its outcomes and conclusions.

An evaluation report is thus an effective way to disseminate findings of an evaluation to the people concerned. It is essential to report the conclusions derived from a specific evaluation to ensure its transparency, and to be able to properly use such conclusions in the future.

This is also for the people to properly understand the purpose of the evaluation plan and of course, know the outcomes and the possible effects to the subject or subjects of the evaluation. An evaluation report is also presented to determine if the time and resources allocated for such evaluation were used accordingly.

Types of Evaluation Reports:

1) Goal-based evaluation: To frame the extent to which an organisation is meeting its goals and objectives.

2) Outcome-based evaluation: To strive to uncover if the organisation is successful at producing its predetermined outcome.

3) Process-based evaluation: To study how the organisation works from the surface level.

Key Components of an Evaluation Report:

Evaluation report contains essential parts and processes of an evaluation. It is thus important to know what constitutes a good evaluation report. The following are the key components commonly discussed in an evaluation report.

* **Title or header:**This includes a clear and concise title, the authors’ names, date of preparation, etc.
* **Executive summary:**This should contain a brief summary of the subject of the report.
* **Table of contents:**This includes an overview of the contents of the report and their respective pages.
* **Introductory remarks:**Mainly a short introduction on the purpose, and target of the evaluation.
* **Scope:** This discusses the evaluation focus.
* **Resources and methods:**Materials, equipment, and methods involved in the evaluation.
* **Summary:**Typically includes findings, conclusions, and interpretations derived in the evaluation.
* **Recommendations:**This provides an idea on information dissemination and intended use of the evaluation’s findings and conclusions.
* **References:**This contains the references used by the authors upon writing the evaluation.

Tips for writing an Evaluation report:

An evaluation report gives the audience a general idea about the whole evaluation. For it to effectively convey information, it needs to be constructed properly. Consider the following tips in writing an evaluation report.

* **Think of a purpose which** creates the foundation of the evaluation report. One needs to determine the purpose of creating an evaluation report to determine its focus.
* **Gather the most important details of the evaluation to be included in the report.**
* **Know the audience of your report.**This includes the people who will view the report, its users, and in most cases, the evaluation’s subjects. Anticipate the questions and concerns they might ask regarding the report.
* **Divide the report into different sections.**This will promote better distribution of ideas and contents of the evaluation itself.
* **Write in a clear manner.**This will allow your audience to comprehend the ideas you present better.
* **Proofread your report.**Proofreading is the best way to get rid of the possible errors your report might contain.

Feasibility Report:

As the name implies, feasibility report is used to determine if the project is viable and acceptable. No matter how elaborate this report is, one must prepare and develop before deciding to undertake any business or expands their investments. This report can be carried out for anything or everything, be it software development or a project plan.

**How to Create a Feasibility Report:**

A feasibility report is a document that details the study of the profitability, feasibility, effectiveness of a proposed investment, and to evaluate the imminent business problem or opportunity.

The purpose of this report is to determine project parameters and define solutions to the problem that further needs analysis.

Format of a feasibility report:

* Introduction
* Business Description
* Preliminary Evaluation of Market consideration
* Management Team
* Technical specifications and [Project plan.](https://www.examples.com/business/project-plan.html)
* Marketing plans
* Critical risk analysis and Problem Analysis
* Financial and Economic plans
* Evaluation and conclusion.

**How to Write a Technical Feasibility Study Report:**

Unlike feasibility report, a technical feasibility report only assesses the details of how your company will deliver a particular product or service. You don’t have to include financial information on your technical feasibility report, but the component must support your financial data.

These are the basic things included in a business feasibility technical report:

* **Materials** – The materials you need to create a product or provide service
* **Labor** – Number of employees needed to run your business.
* **Transportation and Shipping** – The local or international carriers to ship your items.
* **Location** – The location on where you run your business.
* **Technology** – Technologies used to operate your business.

Feasibility Report

A feasibility report is written to report the methods and findings of a feasibility study. A feasibility study is done to determine if an existing program is efficient; in addition, a feasibility study can be done to examine a potential program. Usually, the study’s ultimate goal is to determine the success of a project based upon two important criteria: the cost of the project and the future value of the project. Most feasibility reports are done collaboratively with various participants providing the research for their various interests or skills. The information is then brought together, and one person will work on the organization of the report. Each member of the team should have written a small report on his or her specific task so that the person writing the report will only need to compile the information in an organized manner, provide transitions between each section, and, after the report is written, organize the front and back matter. Once the report is written, it is the responsibility of the entire group to revise and edit the draft.

1. Steps:

 A. Analyze the needs of your audience.

 B. Examine the context and purpose of the study.

C. Organize the information into content sections.

D. Determine the order of the information.

2. Organization:

 A. Front Matter—executive summary, title page, table of contents, abstract, preface, brief and summary.

B. Body—introduction, body, conclusion, and recommendations.

 C. Back Matter—appendices, glossary, index, and bibliography.

Project Report:

A Project Report is a document which **provides details on the overall picture of the proposed business**. The project report gives an account of the project proposal to ascertain the prospects of the proposed plan/activity.

* It is a **written document** relating to any investment.
* It contains data on the basis of which the project has been appraised and found feasible.
* It consists of information on economic, technical, financial, managerial and production aspects.
* It enables the entrepreneur to know the inputs and helps him to obtain loans from banks or financial Institutions.

The project report contains detailed information about Land and buildings required, Manufacturing Capacity per annum, Manufacturing Process, Machinery & equipment along with their prices and specifications, Requirements of raw materials, Requirements of Power & Water, Manpower needs, Marketing Cost of the project, production, financial analyses and economic viability of the project.

## Contents of a Project Report:

### 1. General Information

A project report must provide information about the details of the industry to which the project belongs to. It must give information about the past experience, present status, problems and future prospects of the industry. It must give information about the product to be manufactured and the reasons for selecting the product if the proposed business is a manufacturing unit. It must spell out the demand for the product in the local, national and the global market. It should clearly identify the alternatives of business and should clarify the reasons for starting the business.

### 2. Executive Summary

A project report must state the objectives of the business and the methods through which the business can attain success. The overall picture of the business with regard to capital, operations, methods of functioning and execution of the business must be stated in the project report. It must mention the assumptions and the risks generally involved in the business.

### 3. Organization Summary

The project report should indicate the organization structure and pattern proposed for the unit. It must state whether the ownership is based on sole proprietorship, partnership or Joint Stock Company. It must provide information about the bio data of the promoters including financial soundness. The name, address, age qualification and experience of the proprietors or promoters of the proposed business must be stated in the project report.

### 4. Project Description

A brief description of the project must be stated and must give details about the following:

* Location of the site,
* Raw material requirements,
* Target of production,
* Area required for the work shed,
* Power requirements,
* Fuel requirements,
* Water requirements,
* Employment requirements of skilled and unskilled labour,
* Technology selected for the project,
* Production process,
* Projected production volumes, unit prices,
* Pollution treatment plants required.

If the business is service oriented, then it must state the type of services rendered to customers. It should state the method of providing service to customers in detail.

### 5. Marketing Plan

The project report must clearly state the total expected demand for the product. It must state the price at which the product can be sold in the market. It must also mention the strategies to be employed to capture the market. If any, after sale service is provided that must also be stated in the project. It must describe the mode of distribution of the product from the production unit to the market. Project report must state the following:

* Type of customers,
* Target markets,
* Nature of market,
* Market segmentation,
* Future prospects of the market,
* Sales objectives,
* Marketing Cost of the project,
* Market share of proposed venture,
* Demand for the product in the local, national and the global market,
* It must indicate potential users of products and [distribution channels](https://accountlearning.com/types-of-channels-of-distribution/) to be used for distributing the product.

### 6. Capital Structure and operating cost

The project report must describe the total capital requirements of the project. It must state the source of finance, it must also indicate the extent of owners funds and borrowed funds. Working capital requirements must be stated and the source of supply should also be indicated in the project. Estimate of total project cost, must be broken down into land, construction of buildings and civil works, plant and machinery, miscellaneous fixed assets, preliminary and preoperative expenses and working capital.

Proposed financial structure of venture must indicate the expected sources and terms of equity and debt financing. This section must also spell out the operating cost

### 7. Management Plan

The project report should state the following.

1. Business experience of the promoters of the business,
2. Details about the management team,
3. Duties and responsibilities of team members,
4. Current personnel needs of the organization,
5. Methods of managing the business,
6. Plans for hiring and training personnel,
7. Programmes and policies of the management.

### 8. Financial Aspects

In order to judge the profitability of the business a projected profit and loss account and balance sheet must be presented in the project report. It must show the estimated sales revenue, cost of production, gross profit and net profit likely to be earned by the proposed unit. In addition to the above, a projected balance sheet, cash flow statement and funds flow statement must be prepared every year and at least for a period of 3 to 5 years.

The income statement and cash flow projections should include a three-year summary, detail by month for the first year, and detail by quarter for the second and third years. Break even point and rate of return on investment must be stated in the project report. The accounting system and the inventory control system will be used is generally addressed in this section of the project report. The project report must state whether the business is financially and economically viable.

### 9. Technical Aspects

Project report provides information about the technology and technical aspects of a project. It covers information on Technology selected for the project, Production process, capacity of machinery, pollution control plants etc.

### 10. Project Implementation

Every proposed business unit must draw a time table for the project. It must indicate the time within the activities involved in establishing the enterprise can be completed. Implementation schemes show the timetable envisaged for project preparation and completion.

### 11. Social responsibility

The proposed units draws inputs from the society. Hence its contribution to the society in the form of employment, income, exports and infrastructure. The output of the business must be indicated in the project report.

<https://youtu.be/CQTWz_dKHHQ>

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