Project 3: Recommendation Report

You will work collaboratively in teams of three to identify a problem, research possible solutions, and make an informed recommendation. You will identify a local client—a professional organization, business, or institution—and a researchable problem they have. As a team, you will research three solutions and make a recommendation to the client based on your research and the client’s criteria in a formal report.

Your first task is to select a client and a problem. Try to work on a project that you care about. There are a variety of topics that you can address for this project, but take note: a successful study addresses a well-contained, manageable problem. Researching your client should help you generate a reasonable problem.

Deliverables.

1. Research Proposal. A proposal is a persuasive document that addresses what your team will do to meet the needs of your client. A strong proposal clearly identifies the problem and introduces possible solution(s) and method(s) for determining a solution. It should be 3-4 pages and include the following:

   - **Summary.** Provide an overview of the proposal: the problem, proposed research, and your team’s qualifications. (250 words max)
   - **Introduction.** Introduce readers to the context for the proposal, the client and issue, and the organization of the report.
   - **Proposed Research.** You will offer a brief overview of what your team already knows about the issue, introduce your three potential solutions a background statement that establishes the exigence for your project, address what you know (and still need to learn) about the problem, and map your research methodologies.
   - **Schedule.** Include a rough timeline, including dates, that describes what when (and how) you will accomplish the production of your report.
   - **Experience.** Summarize your team’s credentials.

potential clients:
- professional organization
- company with which you’ve interned/worked
- sorority or fraternity
- academic department
- student organization
- nonprofit
- religious institution

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2. **Recommendation Report.** Your research will culminate in a recommendation report that will include the following basic elements:

1. Letter of Transmittal  
2. Cover Page  
3. Table of Contents  
4. Executive Summary  
5. Body  
   - Introduction  
   - Research Methods  
   - Results  
   - Conclusions  
   - Recommendations  
6. References  
7. Appendix

Project 3 requires collaboration, consistent workflow management, and strong communication skills. Your team will produce two deliverables: a proposal (3-1) and a feasibility report (3-2).

**Project 3-1** is due by class **Thursday, November 7th**. One person from your team will submit this to the “project 3-1: proposals” post on Google Classroom.

**Project 3-2** is due by class **Tuesday, December 5th**. One person from your team will submit this to the “project 3: group feasibility study” post on Google Classroom.

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**tip 1: re-use content**  
Re-use the content from your proposal but revise based on the feedback you receive.

**tip 2: weigh your options**  
First, you report the research objectively (“Results”). Then, you interpret your research and draw thoughtful, informed conclusions about each solution (Conclusions).

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[Image: dilbert.com/strip/2012-01-06]