

FORMAT OF REPORT

A. Preliminary Section

1. Title Page
2. Acknowledgment (if any)
3. Table of Contents
4. List of Tables (if any)
5. List of Figures (if any)
6. Abstract

B. Main Body

1. Introduction

- a. Statement of the Problem
- b. Significance of the Problem (and historical background)
- c. Purpose
- d. Statement of Hypothesis (concrete solutions to achieve desired state)

2. Review of Related Literature (and analysis of previous research)

- a. Review of Previous Research in this field
- b. Review of Best Practices (within & outside)

3. Discussion

- a. Restatement of Hypothesis (concrete solution to achieve desired state)
- b. Data/case study to support hypothesis
- c. Resources needed to bring change
- d. Feasibility Analysis/Budget
- e. Short/long term action plans for all stakeholders (1year, 3yr, 5yr, 10 year plan)

4. Summary and Conclusion

- a. Restatement of Purpose and Major Findings
- b. Conclusion
- c. Recommendations for Further Investigation

C. Reference Section

Note1: This study is designed to bring plausible & effective solutions for the current challenges. It is not intended to be a pure academic research. Hence your solution should be directed towards solutions rather than coming up with possible theories.

Note2: If the research team completes any survey/pilot study to support their hypothesis, methods of data gathering and results including tables and figures should be described in the discussion section.