

Final Written Report Guidelines

CEVE 421/521 Final Project

2026-05-01

Draft Material — This content is under development and subject to change.

1 Overview

Due: Finals Period (date TBD)

The Written Report is the capstone of your audit project. It synthesizes your three memos and incorporates feedback from your Executive Briefing into a polished final deliverable.

2 Requirements

Submit a **5-7 page report** (PDF, excluding references) containing:

2.1 1. Executive Summary (1 page max)

A standalone summary that a busy decision-maker could read in 5 minutes:

- What plan was audited?
- What are the key findings?
- What is your recommendation?

2.2 2. Introduction (0.5-1 page)

- Context: What is the plan? Who commissioned it?
- Scope: What aspects did you audit?
- Approach: How did you conduct the audit?

2.3 3. Decision Framework Analysis (1-1.5 pages)

Synthesize and expand on Memo 1:

- Key Levers and their ranges
- Key Metrics and their definitions
- Assessment of framework completeness
- Incorporate any feedback from presentation Q&A

2.4 4. Evidence Base Analysis (1-1.5 pages)

Synthesize and expand on Memo 2:

- Valuation methods and their appropriateness
- System models and their assumptions

- Assessment of evidence quality
- Incorporate any feedback from presentation Q&A

2.5 5. Robustness Analysis (1-1.5 pages)

Synthesize and expand on Memo 3:

- Uncertainties and how they're treated
- Robustness assessment
- Vulnerabilities and blind spots
- Incorporate any feedback from presentation Q&A

2.6 6. Recommendation (0.5-1 page)

Your final verdict with specific, actionable guidance:

- **Endorse / Modify / Reject** (with clear justification)
- Specific recommendations for improvement (if Modify)
- Alternative approaches (if Reject)

2.7 7. References

Cite all sources using a consistent format (APA, Chicago, etc.)

3 Formatting Requirements

- **Length:** 5-7 pages (excluding references)
- **Font:** 11pt or larger
- **Margins:** 1 inch
- **Spacing:** Single or 1.5 spacing
- **Format:** PDF

4 What's New vs. Memos

The report is not just your three memos stapled together. You should:

1. **Synthesize:** Draw connections across the three analyses
2. **Incorporate Feedback:** Address questions raised during your presentation
3. **Refine:** Improve clarity and depth based on instructor feedback on memos
4. **Polish:** Professional writing and formatting

5 Submission

Submit your report as a PDF to Canvas by 11:59 PM on the due date.

6 Grading Rubric

Criterion	Points
Executive Summary (clear, standalone)	10
Decision Framework Analysis (depth, accuracy)	20
Evidence Base Analysis (depth, accuracy)	20

Criterion	Points
Robustness Analysis (depth, accuracy)	20
Recommendation (justified, specific)	15
Writing Quality (clarity, organization)	10
Formatting and References	5
Total	100

Bibliography