**Preparing a High Impact Consultant’s Report**

The report given is detailed about different writing tips and the different reports required to be given by a consultant. The basis of the tips given regard mostly to a Security Assessment report. This is one of the most common reports given by most consultants. The first part talks about the structure of the report and the different pieces that go into creating a well-made security assessment. This will help a consultant out because they can have a checklist to see what all they should include to give the client the best idea of what they are looking at. The ending of the report should have the consultant’s recommendations and a summary of overall recommendations for the system being managed. After this section the report gives some tips on how to write the actual assessment. These writing tips are things the consultant should take into account when initially creating the account. A few examples of this are looking at the audience, writing the report specific to the client, starting the report early, and writing it simple and clear for anyone to understand.

This report gives a lot of information and tips for writing a good security assessment so that a consultant will have an easier time starting out. These tips are simple writing and grammar tips to help make a clear and understandable report. By giving these tips a consultant will be able to create a starting report without too many errors the first time. Since the beginning report won’t be as difficult to create this gives the consultant more time and effort to focus more on the actual security requirements and the recommendations they will give at the end of the report. As well as giving tips this report gives examples and common mistakes to look out for, also keeping the consultant aware of what others have messed up on before.

**State Office of Education, Networking Design Proposal**

This report goes into a lot of detail about what the problem they are trying to solve is, and how they believe the client should go about fixing it. It talks about the objectives of the network being designed and who the intended users are for this network. After talking about the requirements and the expectations the report gives a detailed picture of how the network will look logically and physically. Once the client gets a better idea of what is required and how the network will the look the report givs a pricing estimate for all the components that will be needed. This shows the client how much they will be spending to get what they need to start off with, and then it goes on to show the profits the company could make from these changes. Even though the consultant may not know exactly how the company could grow, giving the client an estimate helps to ensure the consultant knows what they are asking of the client. This report covers areas that the client is likely to ask about, and does a good job covering it.

**Pros:**

* Gives a great amount of pricing detail for all the components required for this specific network design. Each component needed for the project is listed out with a pricing and the quantity needed. Because of this the company has a better idea of how much they will be spending. As well as the company will get a good idea of how profit they can make from these increases.
* The Network needs analysis is very detail for the client. This helps the client understand why they need certain components for the new network. Because of the great amount of detail put in they see why they need the components and what benefit they will be to the new network. Along with the detailed descriptions there are different mathematical facts about the speeds which help show the needs of the design.
* The Network design gives a very practical visual example of what the network is going to look like. With these images the client can get a good look at what the new changes are going to be. This visual helps the client see how everything will be laid out and how things will be connected. By seeing the picture of the layout it can help the client understand the purpose of everything being asked for.

**Cons:**

* The first problem I noticed was the descriptions for all the items needed. The problem with this is that all of the items listed in the pricing section are not also shown in the descriptions of the items. Some of the items listed don’t have a description and therefore the client has no idea what it is or why it is needed. Because of this the components of the project aren’t laid out very well.
* The benefit analysis is a nice touch but can only be but so realistic. I think it’s a good idea to try and guess on some of the different benefits but I believe it could lead the client astray. If some of the benefits are laid out then the client might get false expectations from the new network. This could include believing in a higher profit when reallt only the market could predict such a thing.