Eric Green

Summary

ITEC 451

2/12/2016

Summary of “Preparing a High Impact Consultant’s Report”

In the Security Assessment Report that provides evaluation of existing security conditions, risk analysis, and consultant’s findings and recommendations. There are several other types of reports but security assessment reports are the most commonly type of report for most consultants. Some other common reports are design concept reports, architectural design phase reports, peer review reports, and forensic reports. The anatomy of a basic security assessment report should include and outside cover with cover name, logo, facility location, date report, along with the version number. There is also an inside cover that should include a project address, consultant’s name and contact info, team members on the project, and certifications of consultants. At this point is where the table of contents should go. This provides multi-levels of specific details rather than just a simple list. So after the table of contents should be the summary of the most important this the CEO should know. Next should include the introduction of who commissioned the assessment along with the scope and description of the facilities. Following that should include the description of the existing security program along with the risk analysis. Now is time for the most important part of the report, the findings and recommendations. This section is where you point out the specific problems in detail and any recommend solutions your team came up with. You can include attachments if necessary. And finally to you must end the report with a closing summary tying everything you discussed all together.

The report provided some helpful writing tips that can be useful when making the report. First thing is to understand the importance of the report at hand. Then consider who will be reading the report as well as writing the report specifically for the specific client and the specific project. It’s a good thing to write the report early in case of any delays that might occur. Also you should write clearly and simply enough for the reader to understand. Also you should write clearly and simply enough for the reader to understand. You should define unfamiliar terms and concepts, as well as not over using the terms. The report should be filled with direct facts and powerful statements. It may also include photos and charts to help give some visualization. Try to avoid any silly mistakes by re-reading the report once it’s complete. And finally once you have re-read and fixed any changes, it’s a good thing to have your report reviewed by your editorial team before sending it to the client.