Chris Sayre

1. Summary: The State Office of Education proposal is comprised of many points that makes a good proposal. For example, the author explains the scope of the problem to be: “the creation of a network to service the Maryland public education system.” The author also states that the network will service 3 departments of the Maryland Public Education System. The objectives of the project are as follows; provide secure service, provide integration and updates, provide versatile information and processing, and to provide scalability. The network will be used by 66 primary users, the secondary users will be parents and teachers. The author provides a good analysis of the network needs. The main data that will be sent over the network is text, graphics, and small amounts of video and voice traffic. The author provided some incite to when the network’s peek hours would be, they split it into 2 main time periods; 8-12 and from 15-17. The author also provides several networks diagrams and a price list and a cost benefit analysis.
2. The first thing that I don’t like about this report is the in the design assumptions section. The author states that there is a “firewall that protects all information coming and going from the network.” On the next page of the report under the existing network section, the section states that there is no existing network.
3. The second thing that I don’t like about this report is all the information that is in the appendix. I believe that this is too expansive. The author could have put the maximum and the minimum network usage as 2 points instead of putting every data point into a chart. The author could have also put a line graph of the data.
4. The first thing that I like about this report is the load variation estimates section, the author summarizes most of the information that is in the appendix. The author uses bullet points to show the peak times and the expected traffic load on the LAN and WAN, this puts the information in basic points for the executives. To me this is better than the complicated appendix.
5. The second thing that I like about this report is the network maps. The author has put great detail in to the network maps to make them easy to read and understand. The author also put how the networks will be interconnected, solving the issue of how the sites will talk to each other.
6. The third thing that I like about this report is the detailed design documentation and the cost benefit analysis. This is invaluable to answer many questions that executives may have about this project. The author has put all the expenses and what the availability of the products are, this also makes it easy for the people who are going to implement this design, as they already have a parts list.

Summary of Preparing a High Impact Consultant’s report

The Security Assessment is the most common report, there is no right way to write this report although your client may want it written a specific way. Keep the report organized with a table of contents. Write a short executive overview, this should be a 1000-foot overview that is short sweet and to the point. In the introduction describe what you are trying to accomplish, and include what is existing. Analyze the risk of the of the situation, include crime report statistics, loss reports, and include some of the consequences of the threats and losses. Next in the report you should give your evaluation of the client’s current security infrastructure, point out what they are doing good and what they are doing bad. Finally give your suggestions to fix the issues that you have pointed out in the sections above, give an estimated cost, but be sure that your math is correct.

When your writing a report always keep in mind that this is all the company will remember you by. There is no other tangible works that you will give this company other than your report. Be sure that you give them your best work, they are paying you to do this for them. Also keep in mind your audience for this report if your report is for executives you will have to keep the report short and simple. Always write unique reports for your clients, do not reuse your reports for different clients, even if the report is similar in nature. When writing your reports use facts to make statements, if you do research cite your sources, also be consistent in your terms. When writing your reports use pictures only if they provide worth to your report. After your done writing your report have the report reviewed by your peers, have them check for grammatical errors and how the report flows.