This report discussed how to prepare a security report. This report was very detailed which could help and individual who may have never written a report before. Although this report was very detailed, the topics can be separated into 3 different topics; Types of Reports, Anatomy of a Security Report, and Report Writing Tips.

The common types of Security Consultant Reports that were mentioned were Security Assessment, Design Concept, Architectural Design Phase, Peer Review, and Forensic Reports. These types of reports cover many aspects of security, such as; risk analysis, physical security, breach of duty, and construction. Many of these reports depend are written in conjunction with other security reports. Other reports were mentioned, but not given in detail.

In the anatomy of a report section, very detailed information is given about the order of information presentation within the report. The sections detailed are: Covers, Acknowledgments, Table of Contents, Executive Summary, Introduction and Scope, Description of Facilities, Description of Existing Security Program, Risk Analysis, Consultant’s Evaluation and Opinion, Findings and Recommendations, Appendices, and Summary of Recommendations. An interesting note about these sections, is that some repeat their selves. The executive summary is used to summarize the report but in an impactful way for CEO’s and decision makers to read. Another important part is the description of the Consultant’s Evaluation. This part should not be biased on negatives, but should also include strengths of the existing security program.

The Report Writing Tips section follows up with implementation techniques for the report. The importance of the report details who may be reading the report and bottom line information. One bottom line characteristic the association of the consultation cost with the report. Entities who may read this report include more than the client, such as a lawyer, executives, and community groups. When writing the report, being proactive and fitting details uniquely are essential. Allowing enough time to prepare, edit, and review the report, will likely produce a report of higher quality versus creating a report the night before it is due. Creating a report uniquely also allows for better quality instead of using a template that may have been used for previous reports. The language used in the report should be clear, concise, and familiar to the reader. If technical terms must be used, they should be unabbreviated, and defined in-text or footnotes. Consultants should be careful with unnecessary terms and verbiage; Brief communication is powerful communication. Consistent and fact filled statements are other ways to make powerful statements. If supplements are needed, such as photos or charts, they should add value to the facts. Photos supporting factual information are more powerful than stock photos of items referenced in text. Too many photos could hurt the impact of the message. With photos and text of the report, the max file size suggested is 2 megabytes. Other “beginner mistakes” which should be avoided are: Confusing opinions and facts, being sarcastic and humorous, numerous fonts and colors, making sales pitches, and criticizing specific people.