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

When you are writing a consultant’s report you have multiple types of reports you can choose from. A Security Assessment Report is created for conclusion of a security assessment. It should include evaluation of existing security conditions, risk analysis and the consultant’s findings and recommendations. Another type of report is a Design Concept Report. The Design Concept Report explains security design concepts for a given facility. These concepts include but are not limited to; physical security, security systems, and security operations. Architectural Design Phase Report is made for the architectural design team. These include Programming, Schematic, Design Development, and Construction Documents phases. Another type of report is a Peer Review Report, in this report the consultant is hired to review the work done by other people. The final type of report I will mention is the Forensic Report. The Forensic Report is written when he consultant is retained as an expert witness, these reports typically summarize the incident and provide the consultant’s opinion. Many other types of reports exist and depend on the area of practice. While many types of reports exits, the Security Assessment Report is the most popular.

The anatomy of a Basic Security Assessment Report consists of the following; Outside Cover, Inside Cover, Acknowledgments, Table of Contents, Executive Summary, Introduction and Scope, Description of Facilities, Description of Existing Security Program, Consultant’s Evaluation and Opinion, Findings and Recommendations, and finally Summary of Recommendations.

There are a few tips to consider when it comes to writing a consultant’s report. The first and possibly most important tip is to understand the importance of the report. The report is often the only tangible work product delivered by the consultant. Reports often last twenty years after they are written. The report can even become a legal document. You also need to consider who will be reading the report so you can tailor it to become more readable. Write the report for the specific client and the specific project. If you sway too far from the desired project it will confuse the reader. To stay on topic it is a good idea that you develop an outline of what you want to say for the project. Do not start with a previous report and try to modify it to make a new report, this will only confuse you. You will also need to start writing early. If you are rushed, then you will do sloppy work. You need to write simple and clear. You should write as you would talk also, make sure to define unfamiliar terms and conditions. Make sure everyone on your team is using the same term. Photos and charts will also help enhance your report. A picture is worth 1000 words, but do not over use the photos and charts. Every chart and photo should have a specific purpose and add real value to the report. Avoid using general photos to introduce every topic. Do not use a photo as a filler for poor writing. The final tip to consider when it comes to writing a consultant’s report is to have the report reviewed by your team before sending it to the client. Every report needs to be reviewed by someone else before sending it. If you do not have time to have someone in your tem review it at least have a family member of friend review it. It is best to have more than one review. This will conclude the report and allow you to be able to send it off to the client.

**State Office of Education Summary**

The State Office of Education Summary Network Design Proposal consists of a few things. First is a feasibility study followed by a network needs analysis. Third is a High-level network design. The last two items in a network design proposal is information containing a detailed design documentation and lastly a cost-benefit analysis.

A feasibility study will state the situation in which the project exists. It will also go over the network scope (how big the network should be), objectives of the network, the intended users, and design assumptions (what should be assumed to have the network to be fully functional). This concludes the feasibility study

A network needs analysis will have lots of information including but not limited to: data types (the types of data that the network will have for example, reports, accounting information, etc.). It will also have a list of all of the data sources that will provide the data in the network, the number of users and the users priority levels, transmission speed requirements, load variation estimates (how much usage your network can handle), storage requirements, reliability requirements, security requirements, and finally figuring out if there is an existing network already. This concludes the network needs analysis.

The high-level network design is a series of diagrams showing the physical machines and locations of the machines. The first diagram is the highest level it shows the ISP, Internet, and each of the buildings even if they are states away. Each of the preceding diagrams shows inside each of the buildings.

The detailed design documentation shows the cost, availability, performance, and maintainability of each individual item that will be purchased. This can include cables, switches, routers, monitors, computers, servers, etc.

The cost benefit analysis shows the price and quantity of everything that will be purchased as well, however this will look much more neat and calculate a total in the end. This will be the last thing in the network design protocol excluding the appendix.

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**Strengths and Weaknesses**

I really liked the benefit analysis and how it gave a easy to read graph with a total price for everything. Another thing I really liked was the detailed design documentation this let whoever is reading the document know exactly what they are getting because of the performance category. Another strength was the high-level network design. This gave a really good look at what every individual room will need to look like and made much more sense and was way easier to read.

I did not like the fact that the cost benefit analysis did not show any actual benefit it only showed the cost. I think the cost benefit analysis should have a little section before the price saying what benefit the item will have on the company for example, adding this server will allow 500 more customers access to our product. Another thing I don’t like is the fact that some things aren’t clear like the Decreased anxiety, ease of record keeping, increased productivity etc. somewhere in the document should have an index of what things are. The final thing I do not like is in the document there is no way to keep it updated. This specific document is out of date and has no live links to current prices of equipment.