

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

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This paper means to summarize the important aspects of the process of writing a good report while covering several topics such as the most common report types and the basic anatomy of a assessment report. I will be summarizing this article covering its most relevant topics.

Common Types of Security Consultant Reports

There are five basic types of security reports. These may cover different phases of a project, such as the Assessment, the Design Concept, the Architectural Design, the Peer Review and the Forensic Review.

Security Assessment Reports

This is the most common of the five previously mentioned types. It intends to cover the consultant’s professional opinions and recommendations to his client, concerning his facility’s security conditions.

Anatomy of a Basic Security Assessment Report

This sort of report consists of:

- an Outside and an Inside Cover, with information identifying the client, his company, the report and the consultant;
- the Acknowledgements, basically a list of all the people that helped the consultant to gather all of this information;
- a Table of Contents, an index of the report’s topics;
- an Executive Summary, an abstract of the paper’s content;
- an Introduction and Scope, a few paragraphs explaining what was done, who commissioned it, what facilities the assessment includes, etc;
- a Description of Facilities, a brief description of the company’s facilities;
- a Description of Existing Security Program;
- the Risk Analysis per se;
- the Consultant’s Evaluation and Opinion on the matter;
- the Findings and Recommendations about the facility;
- and finally, a Summary of these Recommendations.

Report Writing Tips

The article goes on with some tips about how to write, such as:

- Understanding the importance of the report;
- Considering who will be reading it;
- Writing it specifically for that client and that project;
- Never postponing your work start date;
- Avoiding big and complicated words when possible;
- Defining whichever specific terms you end up needing to use;

- Using straight and direct facts;
- Use only relevant and necessary visual aids, such as photos and charts;
- Revise your report thoroughly;
- Avoid beginners mistakes.