



Final Report Outline (Sample)

- I. Executive Summary
- II. Introduction
 - A. Consultant Bios and Backgrounds
 - B. Purposes, Goals, and Objectives
 - C. Consultant Review at a Glance (Timeline)
- III. Departmental/Program Profile
- IV. Department/Program Evaluation
 - A. Category 1: Mission
 - B. Category 2: Programs and Services for Stakeholders
 - C. Category 3: Leadership
 - D. Category 4: Organization and Management
 - E. Category 5: Human Resources/Staff
 - F. Category 6: Financial Resources
 - G. Category 7: Facilities, Equipment, Technology
 - H. Category 8: Legal and Ethical Responsibility
 - I. Category 9: Equity and Access
 - J. Category 10: Campus and External Relations
 - K. Category 11: Diversity