

AGENCY NAME

RECOMMENDATIONS REPORT

FEDERAL MICROCONSULTING

ISSUE

Description of the issue or question to be answered

Context and Considerations

- Context/consideration #1
- Context/consideration #2
- Context/consideration #3, and so on

RESEARCH/ANALYSIS

Summary of research or analysis done to identify the recommendations

RECOMMENDATIONS

i *[Summarize your strategy based on your research into the client's needs, your experience in providing similar services to other clients, etc.]*

Rationale

i *[Describe your reasons for developing the project as you have proposed it. You may need to justify why you have chosen your unique approach. Consider including the following points in your rationale.]*

- Information gained
- Opportunities
- Risk mitigation
- Alignment with mission

Just One Thing

If the agency could do just one thing to start addressing the problem, what would it be?

EXECUTION STRATEGY

i *[Summarize your strategy based on your research into the client's needs, your experience in providing similar services to other clients, etc.]*

Resources Required to Execute

Describe the resources- time, funding, staff alignment needed to execute the recommendations provided.

EXPECTED BENEFITS

i *[Describe the results expected from the project and why your approach will achieve those results.]*

We expect our proposed solution to <Client's Company>'s requirements to provide the following results:

Financial, Mission, or Technical Benefits

- <Result #1: Brief description of desired result>
- <Result #2: Brief description of desired result>
- <Result #3: Brief description of desired result>

CONCLUSION

If the agency could do just one thing to start addressing the problem, what would it be?