

PRSL Final Report Template

1. Cover Page
2. Acknowledgements (be sure to include the NGO and any stakeholders you worked with)
3. Executive Summary – **1 page ONLY**
 - Background
 - Problem description
 - Work done and key findings
4. Table of Contents (<https://support.office.com/en-us/article/format-or-customize-a-table-of-contents-9d85eb9c-0b55-4795-8abb-a49885b3a58d?redirectSourcePath=%252f%252farticle%252fFormat-or-customize-a-table-of-contents-%2525201b462458-0fae-4bc7-b9d9-53689a404f3b&ui=en-US&rs=en-US&ad=US>)
5. Introduction (Chapter 1)
 - Project site location – Map, Details (demography, etc.)
 - Project description, scope and objectives/deliverables
6. Literature Review (Chapter 2) (include **only** what is relevant and don't forget to reference)
7. Main body of work (Chapters 3-6). Should include:
 - Methodology/Approach
 - Field visit details – Include a concise table of visits with agenda, outcomes, stakeholders you met. Include relevant photos **with captions**.
 - Data and Analysis, Design
 - Detailed findings
8. Conclusion (Chapter 7)
 - Did you meet the project objectives?
 - List out the key findings - lessons from field, analysis, tools used and others.
 - Way forward: scope of work for future groups
9. References – use a **formal and consistent** referencing format (e.g. Harvard-<https://www.library.auckland.ac.nz/subject-guides/ref/harvard.htm>)
 - List of all reference materials including web links, books and reports.
 - Notes: Wikipedia is not a valid reference.
10. Appendix
 - Contact sheets with details of all stakeholders
 - Raw data
 - Field visit reports
 - Mid-Semester report
 - Photos

Note on plagiarism:

Plagiarism will not be tolerated and strictly addressed.

“ --- From the Cite This For Me guide (<http://www.citethisforme.com/>)

All text used from other sources should be included in quotation marks or italicized or marked as such. Quoted text is usually used rarely, to state verbatim some one else's remarks etc. Copying text from other reports and giving a citation is not writing, it is copying. All that you write should be your own work.