



SAMPLE LARGE REPORT OUTLINE

Tentative Report Title

I. Executive Summary

Sentence summarizing investigation: Certain high-risk activities impose costs and other impacts on the public and should be addressed.

Rest to be filled in after the rest of report draft is written

II. Findings of Fact and Recommendations – to be filled in last

A. Findings of Fact

B. Recommendations

III. Background [Assigned to:_____]

A. Historical Overview

B. Key Statutes and Regulations

C. Role of Regulators

D. Risks, Costs, and Public Impacts of Activities Under Investigation

E. Key issues At Stake

IV. Case Histories

Overview of case histories – fill in after case histories are written

A. Entity A [Assigned to:_____]

Summary of case history A – fill in after case history is written up

(1) Background on Entity A

1. General info about Entity A
2. Organization and location of relevant divisions, offices
3. Names and job titles of key officials
4. Stats on overall performance, holdings
5. Comparative chart

(2) History of Entity A's involvement with activities under investigation

(3) Description of recent activities

1. Activities in area 1

- a. Summary of activities – fill in later
- b. Use documents to describe A's activities
- c. Legal context
- d. Risks, costs, public impacts
- e. Legal actions and litigation involving activities

2. Activities in area 2

- a. Summary of activities – fill in later
- b. Use documents to describe A's activities
- c. Legal context
- d. Risks, costs, public impacts
- e. Legal actions and litigation involving activities

- (4) Overall risks and costs incurred by Entity A
- (5) Impact on clients and the public
- (6) Statutory or regulatory issues involving Entity A
- (7) Analysis – fill in later

B. Entity B [Assigned to:____]

Summary of case history B – fill in after case history is written up

- (1) Background on Entity B
 1. General info about Entity B
 2. Organization and location of relevant divisions, offices
 3. Names and job titles of key officials
 4. Stats on performance, holdings
 5. Comparative chart
- (2) History of Entity B's involvement with activity under investigation
- (3) Description of recent activities
 1. Activities in area 1
 - a. Summary of activities – fill in later
 - b. Use documents to describe B's activities
 - c. Legal context
 - d. Risks, costs, public impacts
 - e. Legal actions and litigation involving activities
 2. Activities in area 2
 - a. Summary of activities – fill in later
 - b. Use documents to describe B's activities
 - c. Legal context
 - d. Risks, costs, public impacts
 - e. Legal actions and litigation involving activities
- (4) Overall risks and costs incurred by Entity B
- (5) Impact on clients and the public
- (6) Statutory or regulatory issues involving Entity B
- (7) Analysis – fill in later

C. Other Entities [Assigned to:____]

Summary of other entities – fill in after other entities are written up

- (1) Other entities engaged in similar activities
- (2) History of their involvement
- (3) Description of recent activities
 1. Activities in area 1
 - a. Summary of activities – fill in later
 - b. Use documents to describe entities' activities
 - c. Legal context
 - d. Risks, costs, public impacts
 - e. Legal actions and litigation involving activities
 2. Activities in area 2
 - a. Summary of activities – fill in later
 - b. Use documents to describe entities' activities

- c. Legal context
 - d. Risks, costs, public impacts
 - e. Legal actions and litigation involving activities
- (4) Overall risks and costs incurred by other entities
 - (5) Impact on clients and the public
 - (6) Statutory or regulatory issues involving other entities
 - (7) Analysis – fill in later

D. Conclusion – fill in after entire report is drafted