

Tool 5.1 – Project Summary Report Template

Instructions: A final report is one type of dissemination product that can be used to share the lessons, insights, and steps to conducting a data analytics project. It can inform decisions and discussions and provide a record for future reference. Below is a suggested table of contents listing key topics that can be included in a final project summary report. Please note, several sections of the report can leverage content from other project documents (for example, **Tool 1.2, Project Scope: Instructions and Template**, in Phase 1).

Background Documents: You should draw from any of these existing documents to write your Project Summary Report:

1. Literature review
2. Project scope
3. Analysis plan
4. Prior summary report drafts or memos
5. Presentations

Suggested Table of Contents:

1. Research questions
 - a. Succinct statement
 - b. Why does it matter/how do you know it will be used by, for example, administrators or policymakers?
 - c. What policy, programmatic or knowledge gaps are you filling?
2. Data sources
 - a. What are they? What information does each data source provide?
 - b. How are they combined?
 - c. What are the important and notable quality issues?
3. Methods
 - a. Which methods did you apply?
 - b. How have they been applied?
4. Findings
 - a. Descriptive statistics
 - b. Graphics
 - c. Which findings, if any, inspired, surprised (busted a myth), or discouraged you?

5. Caveats
 - a. Scalability to other states (where might it go)
 - b. Coverage
 - c. Quality (timeliness/local validity)
 - d. Inferential validity
 - e. Examples
 - f. Challenges

6. Next steps and measures of success
 - a. Measures of success for your project, such as reaction from your key supporters or champions
 - b. Next set of research questions and timeline OR next new project and timeline

Appendices. *These items can be included, if available:*

1. Code
 - a. Useful code project team has used
 - b. Code project team has developed that's available for reuse
 - c. GitHub pointers

2. Visuals

3. Anecdotes/stories

4. Relevant project memos
 - a. Quality control
 - b. Analysis plan