
Some guidelines to your project proposal and report

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Work in progress

Basic structure

Abstract	Problem, method, results and conclusions
Introduction	Background, objectives, why, where, when, scope, motivation. What has been developed Theories, models, problem definition/ research questions/hypotheses
Methodology	How are you solving the problem, what kind of approach you have, what kind of method, tools you use for solving the problem, how are you analyzing the data? How did you design/use the instruments for data gathering?
Results and finding	What the results represent in the context of the problem/settings/knowledge domain
Discussion	It is a restatement of the introduction based on what you got You need to put in context the results
Conclusions	Limitations, recommendations, new possible areas to work
Next steps	
References	
Appendices	

1. Abstract / Executive Summary

Use the titles if this helps you. Here there is an example of what the content should be:

Context. Strategy development and implementation in acute care settings is often restricted by competing challenges, the pace of policy reform and the existence of parallel hierarchies.

Purpose. To describe a generic approach to strategy development, illustrate the use of the Balanced Scorecard as a tool to facilitate strategy implementation and demonstrate how to break down strategic goals into measurable elements.

Design. Multi-method approach using three different conceptual models: Health Promoting Hospitals Standards and Strategies, the European Foundation for Quality Management (EFQM) Model and the Balanced Scorecard. A bundle of qualitative and quantitative methods were used including in-depth interviews, standardized organization-wide surveys on organizational values, staff satisfaction and patient experience.

Setting. Three acute care hospitals in four different locations belonging to a German holding group.

Participants. Chief executive officer, senior medical officers, working group leaders and hospital staff.

Intervention(s). Development and implementation of the Balanced Scorecard.

Main outcome measure(s). Twenty strategic objectives with corresponding Balanced Scorecard measures.

Findings. A stepped approach from strategy development to implementation is presented to identify key themes for strategy development, drafting a strategy map and developing strategic objectives and measures.

Research limitations/implications – The study suggests that the lack of academic research interest in the management by objectives (MBO) discourse is misleading. Rather than dismissing MBO as what is an outmoded management fad, management researchers should examine how MBO is used in practice.

Practical implications – Organisations rely on objectives, but such objectives need to be translated into detailed actions by top management. The creation of meaning and actual means to fulfil the targets is an important dimension to consider for managers wanting to manage the organisation by using objectives. Organisational context and cultural obstacles must not be neglected.

Originality/value – The paper offers a unique insight into how a major automotive company deals with long-term objectives. In addition, the paper calls for a renewal of research on MBO.

Conclusions. The Balanced Scorecard, in combination with the EFQM model, is a useful tool to guide strategy development and implementation in health care organizations. As for other quality improvement and management tools not specifically developed for health care organizations, some adaptations are required to improve acceptability among professionals. The step-wise approach of strategy development and implementation presented here may support similar processes in comparable organizations.

Keywords: quality management, patient-centred care, hospital care

2. Introduction

In this section the most important is to include:

2.1. The purpose component of the introduction includes:

2.1.1. What did your research discover or prove?

2.1.2. What kind of problem did you work on?

2.1.3. Why did you work on this problem?

If the problem was assigned, try to imagine why the instructor assigned this particular problem; what were you supposed learn from working on it?

2.1.4. Why are you writing this report?

2.1.5. What should the reader know or understand when they are finished reading the report?

2.2. Scope is defined through the answer of the following questions:

2.2.1. How did you work on the research problem?

The assumptions of the design

2.2.2. Why did you work on the problem the way you did?

Design Alternatives Selection of the design being reported

2.2.3. Were there other obvious approaches you could have taken to this problem?

2.2.4. What were the limitations you faced that prevented your trying other approaches?

2.2.5. What factors contributed to the way you worked on this problem?

2.2.6. What factor was most important in deciding how to approach the problem?

2.3. Identifying the background

In order to identify the background the best guide is to answer the following questions

2.3.1. What facts does the reader need to know in order to understand the discussion that follows?

2.3.2. Why was the project authorized or assigned?

2.3.3. Who has done previous work on this problem?

2.3.4. What theory or model informed your project?

2.3.5. What facts are already known that support or do not fit the theory?

What will the reader know about the subject already and what will you need to tell them so they can understand the significance of your work? (try to use one or two sentences to describe these components)

2.4. Definitions used in this project

Please provide a summary of the concepts used in this project with the reference that was used for the definition and the reason for using it.

2.5. Theories, Models, and Hypotheses

- This is the presentation of the evidence of the research in order to understand the subject, the findings by previous studies and the reliability and validity of the research process.
- We have to check the specific guidelines under which we are working to see if our readers are expecting a particular way to organize the document.
- At this level it is important to include the hypotheses, the theories, the models, the methodology, and the presentation and representation of the results.

2.5.1. What the literature says

The internal and external references can help to the audience the understanding of the project. We can summarize this section like the framework or support of our job, research or project. In most cases, the theories and models will directly affect the research questions/hypotheses that we propose and on which we base our research. When we develop hypotheses, we predict what we will find after we conduct our research. This prediction is based on existing theories, models, evidence, and logic.

2.5.2. Strengths and weaknesses of the previous works

The idea here in this section is to write a critical review of previous work. It is important to select some of the most important documents or evidences about the same or similar studies.

2.5.3. Our Hypotheses/ research questions where are they coming from?

We may need to define and explain our hypotheses and the theories and models we used to develop them, define and explain competing hypotheses, theories, and models, including their strengths and weaknesses, compare and contrast the specific points where they agree or disagree.

This section is very important, especially for research articles, formal reports, or scientific papers. If we do not have to include a section on theories and models, it will usually be because you are not positing original hypotheses.

2.5.3.1. What do we expect the project reveal? Why?

2.5.3.2. How do my hypotheses directly answer the question posed by the problem?

2.5.3.3. How does the hypothesis fit in with other hypotheses or more general theory?

2.5.3.4. How will our work challenge or support the work of others?

2.5.3.5. What is the current theory to which it relates?

2.5.3.6. What are alternative views to this theory?

2.5.3.7. What are the strengths and weakness of those views?

3. Methodology

For us it represents: models used, the selection of data, the process used to convert data into information and then into knowledge, assumptions, development of the process research. This section is similar to an instruction manual. It should describe the setting and tools that we use for our project.

This section requires a clearly and specific written. Another officer should be able to duplicate the research-project we performed by following the procedures outlined in this section. It depends on the audience the level of details to be included, in some cases statistical, the logic and the mathematical support is very important to include. In our case the audience is mainly professionals with high understanding of the problem and approaches to the solution

All methodology sections should address the following questions: (use them as headings)

3.1.1. How was the research-project designed?

3.1.2. On what subjects or data was research-project performed?

3.1.3. How were the subjects/data prepared?

3.1.4. What models, concepts were used in the research-project?

Identification of the mathematical/statistical models used for analyzing data

3.1.5. What sequence of events did you follow as you handled you recorded data?

3.1.6. Use of special tools

examples if there are

3.1.7. Describe the method you used to record data

3.1.8. Describe in detail any part of the project procedure that is original

3.1.9. List issues in the experimental procedure

4. Presenting the results and discussion

The discussion presents the design itself, the theory behind the design, the problems encountered (or anticipated) in producing the design, , and the results of any tests on the design. Note that this part usually consists of two, three, or four main headings.

In the report should explain (use them as headings)

4.1.1. What we did, Questions answered

4.1.2. Why we did it

Problems in the solution How those problems were overcome methodology for decision

4.1.3. What we discovered

Explanation of the most relevant points

4.1.4. What is significant of our findings

Identify and explain interesting and important phenomena

4.1.5. What is new about in our work

Emphasize what is new about our project

4.1.6. How it relates to prior knowledge

Do not forget that presenting the results means to show the conversion of data into information and knowledge. We will talk about what we discovered, invented, or confirmed through our research-project, and we will present our experimental data, observations, and outcome.

The most common way to organize information in a research report **is chronologically**. This method of organization allows us to present information in the sequence that events occurred. Organizing information chronologically can be very simple and will not require much preplanning. It does tend to give emphasis to each event regardless of its relative importance, however and, as a result, can be difficult for readers to understand which event or what information is most important, and it can also be difficult for the writer to keep their reader's attention.

Another good way to help organize information so that readers will understand what is most important is in a figure or table. To use figures and tables is very important, there are many ways to use them. Sometimes the figures are a summary of previous ideas, sometimes they are the description of steps, the description of methodologies. There are tables to summarize results. Of course any figure or table needs a good identification of the information included. the reference at interior of the document is required.

5. Conclusions

This section of the report includes two main things: our conclusions ('conclusion' does not mean the end, it means the conclusion you reached as a result of this technical reporting process), and suggestions for future research. This section of the report is important because it demonstrates the meaning of our research-project.

The "Conclusions" section summarizes:

5.1. The design and testing work completed

5.2. How well the design meets the objectives presented in the "Introduction."

Note that if the design does not meet the objectives, you should analyze why the design did not succeed and what could be modified to make the design a success. Besides summarizing the work and analyzing whether the objectives were met,

5.3. Future perspective for how the design will be used in the future

5.4. Findings and generalizing their importance

5.5. Questions that remain unanswered and to discuss ambiguous data

The most important thing to remember in writing our conclusion is to state our conclusions clearly. Do not be ambiguous about them or leave doubt in our readers' minds as to what your conclusions

are. The link between the conclusions and the introduction is crucial. Some people do not read the whole report, just some sections of interest, but the abstract or executive summaries, the introductions and the conclusions for sure will be read and they will have to be consistent.

6. Next steps and Recommendations

There are many kinds of recommendations,

6.1. Operational Recommendations

6.2. Strategic Recommendations

6.3. Future developments in the field of the research-project

6.4. How to improve and to follow up the results

7. References

Use Harvard Anglia 2008 that is in word references menu or what you were defined in your course for proposal

8. Appendices

Appendices for supplemental information and for information that is too detailed or voluminous to fit into body of the technical report. For example, if your project involves any computer programming, we should include a nicely documented and formatted listing of all source code we wrote.

If the appendix is "formal," it should contain a beginning, middle, and ending. For example, if the appendix contains tables of test data, the appendix should not only contain the tabular data, but also formally introduce those tables, discuss why they have been included, and explain the unusual aspects that might confuse the reader. We should title the appendix, place a heading on each table, place a caption beneath each figure, and insert comments necessary for reader understanding.

We should place information in an Appendix that is relevant to our subject but needs to be kept separate from the main body of the report to avoid interrupting the line of development of the report. Anything can be placed in an appendix as long as it is relevant and as long as we made reference to it in the body of your report.