

### Handout: Checklist for Quality Reports<sup>1</sup>

Criteria	Yes/No?	Comments
1. <b>Overall:</b> Does the report contain clear findings for the specific target audience?	Y/N	
2. <b>Structure:</b> Is the report logically structured?	Y/N	
3. <b>Completeness:</b> Does the report include all requested information? Does it recognize where information is missing?	Y/N	
4. <b>Methodology:</b> Does the report adequately describe the methods used for gathering and verifying information?	Y/N	
5. <b>Language/style:</b> Does the report use objective, precise and straightforward language?	Y/N	
6. <b>Security considerations:</b> Does the report avoid using personally identifiable information and other data, which risk endangering people?	Y/N	
7. <b>Technical:</b> Are all terms explained? Are names and titles of people referenced spelled correctly? Has the report been cleared before being submitted?	<u>Y/N</u>	
<b><u>Other comments:</u></b>		

<sup>1</sup> For a more comprehensive quality checklist for reports, see Handbook, p. 32- 33.