

Handout: Checklist for Quality Reports¹

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

¹ For a more comprehensive quality checklist for reports, see Manual, p. 37-38.