



## 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