

Written Report Format / Guidelines (書面報告之格式)

Cover Sheet, Table of Contents (目錄)

1. Problem Formulation (問題背景之陳述)

- a. Purpose of research / case study
- b. Model description / background
- c. Assumptions

2. Procedures/Methods (方法及解題流程)

- a. Solution approaches / statistical methods
- b. Gross / a systematic problem solving flowchart
- c. Technical and / or programming difficulties

3. Analysis of Results (結果之分析)

- a. Comparative analysis
- b. Numeric examples
- c. Sensitivity analysis (what-if analysis)

4. Conclusions (結論)

- a. Specific (applications)
- b. General (principles)
- c. Summary for management

5. Appendixes (附錄及參考文獻)

- a. Computer printouts
 - b. Other support materials/periodicals
- Ex. Author's names, published year, title of the article, name of the periodical, page number.