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.