

## Handout 1: Record Your Plan

**Purpose:** This handout is meant to help you keep your thoughts organized as you develop a plan for a research report. To complete this handout, **identify one project** that can or will culminate in a research report of some kind. We use “report” loosely. This could be an executive summary, a policy brief, an infographic, or other research-based communication for any audience.

1. Project title and brief description:

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2. Audience(s):

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3. Goal(s) for your report:

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4. Describe your “game plan.” Include details about page length, visual elements, and the structure you plan to use. Identify potential complementary research products that could be produced from your research.

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