CASE STUDY: RUDUCING HIRING PERIOD: PROCTER AND GAMBLE. Labs The Final Report Your completed report will include several key sections and will usually be made up of approximately 75-125 pages. Be sure to use APA formatting. In addition, Capstone teams are strongly encouraged to send a hand written thank you note to their client after the official presentation. This closure activity is considered a sign of professionalism. • Title/Cover page – Capstone Project • Acknowledgement – your client, stakeholders, advisor, team members • Table of Contents – identify the pages where the reader can find the information • Executive Summary about two pages that tells the reader how the work came about, how it was conducted, a summary of findings, some of the salient points, and the final recommendation Chapter One Introduction • Provide the background information on the project and what the report will address. You can include the history of the organization, as it is relevant to the project. • Statement of the Problem (clearly define the issue, address important and relevant concepts, examine contextual concerns) • Purpose of the Capstone Project • Significance of the Capstone Project • What the Reader will find in the Subsequent Chapter Chapter Two Literature Review or Trends in the Industry • Focuses on important research • Clearly explains what is known and not known about the issue and this particular problem of practice Capstone Standard Clark University Page 9 of 14 Rev 7.0 School of Professional Studies Spring 2019 • Trends in the industry (Identify the contemporary trends. Be sure to make copies of the articles that you used and include these in the final report in the appendix. Be sure to find articles pertaining to what the client has told you). Chapter Three Methods • Design (surveys, interviews, etc.) • Materials • Ethical Concerns • Data Analysis Chapter Four Results and Reflection • Findings based on your research • Salient Issues (Identify the major issues that you discovered about the topic, the organization, and the field or industry). • Reflection – what was learned from the Capstone project both about the client, the issue and your professional development and growth Chapter Five Summary Conclusion • Recommendations for Practice - – Highlight what you found and provide the client with concrete recommendations Appendix Provide the client with all of the supporting materials you used in conducting the study or consultation. Your appendix should also include a copy of your final presentation slides; project charter, and other collateral material (survey results, etc.)