Business report

A short report on performance, a problem or a decision

Report title		**Prepared by**	
For		**Period covered**	

1. Summary

The main points in three or four sentences

2. Purpose and scope

3. Key figures

Measure	Target	Actual	Difference

4. Findings

Finding	Evidence

5. Analysis

What do the figures mean, and why did they turn out this way?

6. Recommendations

Recommendation	Owner	By when

7. Next steps

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