# Analytical Report Work Plan Peer Review

A work plan is a document (and tool) to define and guide larger writing projects. See the sample work plan on page 240 in the textbook. There is also a student sample work plan available on Canvas.

1. **Problem/Opportunity** –

Has the writer presented the problem or opportunity the *upcoming* report will address?

What company/organization does the writer represent?

1. **Purpose and Scope** –

Does the writer explain **why** they are preparing the report and **what** they plan to deliver through the report?

What will the report cover?

1. **Sources and Methods of Data Collection** –

Does the writer explain how they will find the data and what data will be needed?

1. **Background** –

Does the writer explain the historical conditions leading up to the need of doing this analysis?

1. **Audience Analysis** –

Has the writer profiled their audience (demographics, attitude toward problem/opportunity, level of knowledge on topic, number of people, location, etc.)?

1. **Outline** –

Is a preliminary outline provided to guide the *upcoming* report (with headings)?

Has the writer Included questions that they plan to answer in the body of the report?

1. **Proposed Schedule of Tasks** –

Has the writer included a proposed timeline of tasks and dates for completion?

1. **Preliminary Reference List**

Has the writer included a reference list of at least 5 sources, using APA format?