110023 project

1. Find out what reports are required by your organisation. . Limit your research to three reports. Write a report about your findings, making sure that you include the following information: the formats of the reports - attach examples.
	1. How regularly must the reports be sent out
	2. What information is needed to compile the reports? List everything.
	3. Where will you get the information from? List all the resources.
2. Draw up a table, showing each report, what the purpose of the report is, how often it is required and who it must be sent to. Attach the table to your report.
3. Remember to mention the table and the purpose of the table in your report.
4. Draw up templates for the reports. The templates must be in the format that is required by the college, including the mandatory content headings. Do this in such a way that everyone who has to add information to the report can complete the information on your templates. You can do the template manually or on the computer. Attach the templates to your report.
5. Remember to mention the template and the purpose of the template in your report.
6. Create a table showing each report as well as where you must get the information for the reports from.
7. Link the information sources to specific headings within the reports.
8. The following details must also be added: When are they able to give you the information?
	1. What is the deadline for information that has to be included in the reports?
	2. Indicate the level of confidentiality of the information and the reports in your table.
9. Find out what the company procedures are for getting the information you need for your reports and indicate this in your table. Attach the table to your report.
10. Remember to mention the table and the purpose of the table in your report.
11. Collect the information from the various sources using the templates that you created.
12. Ensure that you obtain all the information on time.
13. Combine the information and compile the reports.
14. Send the reports to the various departments in the manner the report is usually sent.
15. Attach copies of the reports to your report.
16. Draw up a distribution list in the form of a table, containing the details of the various recipients of your reports.
17. Add columns where the recipients can give a rating between one and ten. Request the recipients to rate the report in terms of the following: does the report meet the purpose and does the report meet their information requirements. The recipients must give a rating for each point, where 1 is the lowest and 10 is the highest.
18. Add a column where the recipients can add comments and/or suggestions.
19. Attach the distribution list to your report.
20. Ensure that your information is accurate.
21. Ensure that the flow of information is logical.
22. Add visual aids to your report to illustrate important points
23. Make use of headings, sub-headings, etc.
24. Make use of paragraphs.
25. Make use of numbers and bullets. Attach your report to the assessment.

Compile one of the reports identified in number 1. Follow the steps indicated above for good report writing. Make sure that you use visual aids in your report. Attach your report to the assessment.

Reflect on the standard operating procedures for reports in your organisation. Write a report about the status of reporting in the organisation and make recommendations about improving the standard operating procedures. Attach your report to the assessment.

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| LOGBOOK 110023 |
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