**REPORT CRITIQUE FORM**

Use this form to critique each individual report.

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| --- | --- | --- |
| **Desirable Elements** | **Yes or No** | **Comments** |
| 1. Does the **Summary** address the main:  issues, findings, and recommendations? |  |  |
| 1. Is the **selection of topic** explained in the **Background**?   Is the purpose of the investigation clear (**what** was investigated and **why**)?  Is general information provided to put the study into context? |  |  |
| 1. Does the **Methodology** describe what **investigative techniques** were used?   Are the descriptions clear and quantified, while not revealing the identity of witnesses? |  |  |
| 1. Does the **Discussion** section lay out the facts in a logical order, with a good flow?   Do subheadings divide the topics? |  |  |
| 1. Does the **Discussion** avoid vague quantifiers and “wiggle language”?   Does every statement seem supported?  Is the Discussion free from gaps?  Is all the information consistent? |  |  |
| 1. **Findings** – Is each finding stated as aconclusion or subjective value judgment?   Is each actually a finding and not a fact?  A concise statement of a single idea?  Can it be traced back to facts that can be found in the Discussion section? |  |  |
| 1. **Recommendations –** Is each one **based on one or more findings** that identify a problem or shortcoming? |  |  |
| 1. Does each **Recommendation** clearly say **who** should do **what** and complete itby **when**? |  |  |
| 9. Is each **Recommendation** reasonable as to **cost**?  Is the **time** for implementation reasonable (and never before the 90/60-day response due date)?  Is the Recommendation proportionate to the problem (not “busy work”)? |  |  |
| 10. Is it clear whether the response is **required or invited**?  Are the correct **respondents** (boards or local public officials) identified?  Is the **time for response** indicated? |  |  |
| 1. Is the tone of the report **objective** and **fair**? |  |  |