**TITLE** (This is the title of your report and should be on a separate page)

**TABLE OF CONTENTS** (This lists the topics you will cover in your report with the page number for each topic. This should be on a separate page)

**EXECUTIVE SUMMARY** (This is a brief overview on what your report is all about)

**JKL HR NEEDS** (Answer Q5a – HR Needs. Include a brief PEST Analysis. 200-300 words)

**OPTIONS** (Answer Q5b – explain at least 2 options to meet HR needs. Discuss Risks. 200-300 words)

**ROI ANALYSIS** (Answer 5c – ROI calculation on both options. Explain. 100-200 words)

**RECOMMENDATION**S: (Answer 5d & e – outline your recommendation & explain how it meets JKL HR needs including diversity & anti-discrimination policies. 200-300 words)

**ACTION PLAN**: (Answer Q6 – give a short explanation and refer to your Appendix 3 attached plan to communicate & implement the actions to deliver the above recommendations)

**5: CONCLUSION** (A brief overview of your report and recommendations)

Name: Title: Date:

Signature:

Encl: Action Plan – Communicate & Implement Recommendations (Appendix 3)