Group Recommendation Report Peer Review

• Have they included the memo of transmittal? Are they using the correct format?
• Have they included the team logo on the report and the memo?
• Does the title have key words and organizational markers?
• Can you tell who the primary reader is?
• Is the purpose statement explicit?
• Is the action request explicit and focused on the primary reader (not just his/her organization)?
• Is the order of the information logical?
• Is all necessary information included? Can you tell how the project would proceed or be implemented?
• Is all included information necessary and relevant?
• Is there any unnecessarily repeated information? (information may be repeated in the conclusion)
• Have any surveys or other raw data been summarized and analyzed?
• Can you tell how/where any surveys were conducted?
• Can you tell how many people they surveyed?
• Should a chart be used for summarizing raw data?
• Is there anywhere you’d like to see a visual?
• Have they avoided the words propose and proposal?
• Are all visuals introduced in the text with a Table/Figure number and location?

• Are all sources cited? Can you tell where/how they came up with the numbers for budget, schedule, and so on?

• Have they used concrete detail wherever appropriate?

• Can you tell how the project will be paid for? Should they include information for a “break even” point? Should they discuss funding further?

• Have they included totals for costs and funding?

• Looking at the reference list at the end: Are there at least 4 empirical sources? (8 sources total)

• Have they included headers or footers? Are they tailored for each page? Are the page numbers present?

• Do all borrowed visuals have source citations with dates?

• Is the tone always polite and positive?

• Have they avoided referring to their primary reader in third person, or telling him/her things she would already know?

• Is the report formatted according to class and checklist standards?

• Are paragraphs broken up frequently enough? Are there enough subheadings?

• Are the style and mechanics correct and professional?