

ATTACHMENT E – ASSESSMENT REPORT TEMPLATE

Assessment results may be documented using this report template or in a different format (e.g. PowerPoint) provided that core report elements are addressed.

- 1.0 **Assessment Title Page**
State the title of the assessment, the date(s) the assessment was performed, and the names and signatures of the assessment team members. Assessments are the independent work of the assessment team and do not need to be approved cognizant management.
- 2.0 **Table of Contents**
Provide the reader a high-level view of the document content and points of reference to quickly and easily locate information.
- 3.0 **Executive Summary**
Summarize the purpose of the assessment, the findings (i.e. noteworthy practices, issues, observations) and the overarching conclusion so that division management and other stakeholders can easily understand the content without having to read the entire report.
- 4.0 **Assessment Scope**
Provide a brief statement describing scope of the assessment and the assessment criteria against which the focus area was evaluated against (i.e. external and/or internal requirements or performance expectations) to which the focus area was assessed.
- 5.0 **Assessment Results**
Provide detailed information about the findings (i.e. noteworthy practices, issues, observations) identified during the assessment.
- 6.0 **Conclusion**
Provide a statement of overall conclusion. Summarize the information obtained during the self-assessment and present conclusions (i.e., what it all means) as well as what the consequences or impacts may be. Examples include: “The assessment concluded that the program documents adequately flow down the Contract 31 requirements and are implemented as required.” “The assessment concluded, with the exceptions noted, that the program documents adequately flow down the Contract 31 requirements and are implemented as required.”
- 7.0 **Supporting Information**
Provide a listing of documentation reviewed and personnel interviewed during the performance of the assessment that support the results and conclusions of the report. The document list should include the title of the document, the document number and/or other unique identifier, and the revision. The list of personnel interviewed may include the name of the person interviewed, their title, their function and/or the organization (i.e. company, division, group) in which they reside.

Other documents (i.e. checklists, lines of inquiry, etc.) that were used to collect data as part of the assessment do not need to be attached to the report, but should be maintained in a centralized assessment file (e.g. Google folders) that is easily identifiable and retrievable.