

Checklist for Enterprise Report

Ensure you can tick each statement before you hand up your enterprise report for correction. If any statement cannot be ticked, make the necessary changes.

- Is your Enterprise Report word processed?
- Have you checked your word count – between 1000 and 1500 words?
- Does your Enterprise Report relate to an LCVP investigation that you engaged in during the course of the two year programme?
- Have you been consistent in your use of punctuation, capitals, font, underlining, etc.?
- Have you a clear title stating it is an Enterprise Report?
- Have you a subtitle, which describes the activity with extra detail?
- Did you state your name as the author?
- Have you included for the attention of and date of completion?
- Have you included the table of contents?
- Have you numbered the pages and recorded these numbers in the table of contents?
- Have you a summary, which gives a synopsis of the Enterprise Report?
- Have you stated the aims (ensure group and personal) or Terms of Reference?
- Is the report based on a group activity?
- Have you described your unique record of the activity?
- Have you arranged the report in a logical sequence, with clear headings and subheadings?
- Have you included illustrations or tables?
- Have you described the financial impact of the enterprise activity?
- Did you described your personal contribution in this activity?
- Did you give at least three conclusions, which must relate to the body of the Enterprise Report?
- Resulting from the conclusions you have come to, what recommendations did you make?
- Have you evaluated the experience of the enterprise activity and to what extent you achieved your aims?
- Have you evaluated the group performance of the enterprise activity?
- Have you evaluated your individual performance of the enterprise activity?
- Did you submit an appendix with a maximum of two items, ensuring a chart/diagram/picture to support main findings?

Proof read your enterprise report once again before including it in your portfolio. Make any corrections necessary. Remember to submit your best enterprise report for assessment.