

Suggested structure for the Research and Analysis Project Report

The suggest structure below is based on the Information Pack 2018/ 2019 published by Oxford Brookes University.

Please keep in mind that it might suffer changes depending on the topic chosen and data gathering techniques selected.

Table of content	Comments
Title Page	It should include ACCA Student Number and number of words.
Contents Page	
Part 1 - Project objectives and overall research approach	Approx. 1,000 words
The reasons for choosing your project topic area and choosing the particular organisation that was the focus of your research work	The first part of your Research Report 'sets the scene'.
What you wanted to find out in your research work. i.e. your project objectives and research questions	
An explanation of your overall research approach. This should provide the reader with an understanding of the overall framework that you developed to meet your project objectives and answer your research questions.	
Part 2 - Information gathering and accounting / business techniques	Approx. 2,000 words
The sources of information from which you have obtained relevant data	The second part of your Research Report should provide more detail about (i) the information that you have gathered and (ii) the accounting and business techniques you have chosen to apply to this information.
A description of the methods used to collect information, including online access	
A discussion of the limitations of your information gathering	
Identification of any ethical issues that arose during your information gathering and how they were resolved	
An explanation of the accounting and / or business techniques you have used, including a discussion of their limitations	
Part 3 - Results, analysis, conclusions and recommendations	Approx. 4,500 words
A description of the results you have obtained and any limitations	The third part of your Research Report should provide a detailed account of what you have found from the application of your chosen accounting and business techniques to the information that you have gathered.
Presentation of your results in an appropriate form e.g. tables, graphs, pie charts	
A critical analysis / evaluation of your results which includes an explanation of your significant findings	
Your conclusions about your research findings and how well you have met your project objectives and research questions	
If appropriate, recommendations on specific courses of action to identified individuals within your chosen organisation.	
List of References	
Appendices	