

# Proposed Format for Pinellas Assembly Task Force Reports

## **Name of task force**

*(Use the name provided by the Pinellas Assembly.)*

## **Issue statement**

*(Reduce and condense the task force's mission as understood from the Pinellas Assembly to a statement.)*

## **Task Force Objectives**

*(Identify the task force objectives as developed by the task force or provided by the Pinellas Assembly.)*

## **Task Force Members**

## **Findings and Facts**

*(Using a narrative format, organize and present the key findings and facts discovered, developed or obtained by the task force as part of the effort.)*

## **Observations and Recommendations**

*(Observations or conclusions resulting from the analysis of the findings and facts. The observations should be stated in one or two clear statements. The recommendation(s) that address the observation should be a single statement. Number observations and recommendations sequentially for ease of reference by the Pinellas Assembly. Consider the sequence of presenting the observations and recommendations to help minimize confusion and reflect priority where appropriate. If recommendations must be accepted or rejected collectively, indicate this in each of those recommendations for which this is the case.)*

- **Observation 1**
  - **Recommendation 1** *(see attached for recommendation format. Detailed recommendation discussion is to be included in the attachment. A recommendation statement is all that is required in this part of the report.)*
  
- **Observation 2**
  - **Recommendation 3**
  - **Recommendation 4**

## **Summary**

*(This portion of the report can be used to provide an executive synopsis of the effort, make recommendations, and indicate how they interrelate to each other and possibly to efforts in other task forces.)*

**Proposed Format for Pinellas Assembly  
Task Force Recommendations**

9/29/03

**Recommendation   #  :**

*(Repeat the recommendation statement used in the body of the report.)*

**Summary of Facts and Conclusions:**

*(Provide a narrative of the salient facts, points at issue and the conclusions drawn by the task force members. This portion of the report will explain the task force's logic and approach to developing this recommendation.)*

**Implementation:**

*(In a narrative form identify considerations, issues, schedule/timing responsibilities and resources necessary to effect the recommendation identified above. If possible, identify necessary legal and policy changes, administrative efforts, and further actions to be taken by the Pinellas Assembly to implement the recommendation.)*

**Ramifications of No Action:**

*(Use this portion to identify the ramifications of not implementing the recommendation. This can be based on the task force's perceptions or more substantially documented from the findings of the task force.)*