

Solution Recommendation Report

Date: [Insert Date]

Prepared by: [Your Name or Team]

For: [Client or Project Name]

1. Executive Summary

This report evaluates possible solutions to [describe problem or challenge]. The recommended solution has been identified based on detailed analysis of options, expected benefits, and alignment with business objectives.

2. Problem Statement

[Briefly describe the issue, need, or opportunity this report addresses, including any constraints or background information.]

3. Solution Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

4. Options Considered

1. **Option 1:** [Option Name]
[Short description]
2. **Option 2:** [Option Name]
[Short description]
3. **Option 3:** [Option Name]
[Short description]

5. Evaluation Criteria

- [Criterion 1]
- [Criterion 2]
- [Criterion 3]

6. Comparative Analysis

Criteria	Option 1	Option 2	Option 3
[Criterion 1]	[Score/Details]	[Score/Details]	[Score/Details]
[Criterion 2]	[Score/Details]	[Score/Details]	[Score/Details]
[Criterion 3]	[Score/Details]	[Score/Details]	[Score/Details]

7. Recommended Solution

Based on the analysis, **[Recommended Option]** is recommended because [rationale for the recommendation].

8. Implementation Plan

1. [Step 1]
2. [Step 2]
3. [Step 3]

9. Expected Outcomes and Benefits

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

10. Risks and Mitigation

- **[Risk 1]:** [Mitigation Plan]
- **[Risk 2]:** [Mitigation Plan]
- **[Risk 3]:** [Mitigation Plan]

11. Conclusion

[Summarize primary findings and restate the recommendation.]