Example Report Structure

## Context

* The broad external and internal context of the environment in which your organization is located. This incorporates both the practical context of the organization’s work and the academic context of the theory and previous research in the relevant area.
* The local organizational or discipline context
* How the organization is situated in relation to the broader context – both practical and academic
* The purpose and rationale of your particular insider action research project in terms of the above two contexts?
* What the project intends to contribute in these contexts

## Methodology and methods of inquiry

* Articulate personal approach to research (ontology)
* Introduce and review critically the theory and practice of action research.
* Review the practice of action research in your own field,
* Review the particular approach within action research that you might be using
* Introduce how you intend to ensure quality in your action research project
* Describe the design of your project
  + Who will be involved (in the action and in the research)
  + How they will be involved
  + How you intend to capture what takes place (take notes, keep records etc.)
  + How you intend to to manage the ethical challenges.

## Insider role

* Describe your position in the organization and your access to engaging in the insider action research project.
* How you plan to deal with the challenges of preunderstanding, role duality and organizational politics.

## Story and outcomes

* Describe what took place
* Describe the outcomes (intended and unintended) – what might be sustainable (human, social, economic, ecological) for the organization.

## Reflection on the story in the light of the experience

* Reflect on how the project unfolded, particularly how the initial design and intended processes may have changed, what was unexpected, unintended, and how the deviations from the design were managed through the cycles of action and reflection, how assumptions were challenged and learning identified etc.
* Reflect on the quality of the project in terms of how it was designed and then implemented – the quality of relationships, how the cycles of action and reflection were enacted rigorously,

## Self-reflection and learning of the action researcher

* Reflect on your experience and learning as an insider action researcher:

## Extrapolation to a broader context and articulation of actionable knowledge

* Articulate what your contribution is to actionable or usable knowledge and how your research project can be extrapolated (or transported) to a wider context (i.e. to those who were not involved directly) and fits with the issues raised in the introduction to the outer and inner contexts of the research.