Design Project Report

- Overall, very poorly written
- Your team can elect to redo your report for resurrection points
- **Due:** 14th Week, Wed, Dec 7, before class in wire basket in Dillman 205
  - **Submit:** new report with “old” graded version attached with assessment table
    - **NOTE:** Report will not be re-graded without old version & assessment table
  - Team Members must initial title page (if not initialed, everyone on the team receives credit)
Design Project Report

• Suggestions, cont’d:
  – Title Page: Include Course Number & Signatures
  – Table of Contents:
    • “PAGE” above where page numbers are
    • Align text
    • Include References
    • Include Appendices with Titles, Page Numbers
  – Include major section headers (ie: Introduction, Conclusions, etc)
  – Introduction:
    • Introduce overall project (can be the same as system being analyzed)
    • Describe constraints/criteria (good place to reference design project handout)
Design Project Report

• Suggestions, cont’d:
  – Body:
    • Design Alternatives: describe the different concepts
    • Decision Matrix: describe the results and what they mean
    • Final Design: is it the same as one of the concepts or was a concept altered
    • Testing/Design Evaluation:
      – Discuss preliminary results and what they meant
      – Evaluate your competition results
    • Critique design: what worked & didn’t work
Design Project Report

• Suggestions, cont’d:
  – Recommendations:
    • Describe what would improve your design
    • Outline what next year’s students need to include/factor into their design
  – Conclusions:
    • Reiterate what your design was and how it performed
  – Tables:
    • Cite them
    • Describe the contents of the table
    • Properly label (not with first names but with First Initial & Last Name)
    • Table Title: above table (must also have titles in App Tables)
Design Project Report

• Suggestions, cont’d:
  – Figures:
    • Cite them
    • Describe the contents of the figure
    • Properly label
    • Figure Title: below table (must also have titles in App Figures)
  – References:
    • Must have them
    • Must have proper format
    • Should cite Design Project Handout
    • If you discuss someone else’s work, must cite reference
Design Project Report

• Suggestions, cont’d:
  – Appendices
    • Must cite them within body of report
    • Must label them (ie: Appendix A: Concept Sketches)
    • Must label Figures & Tables in Appendices
    • Must have page numbers (ie: Appendix A, starts with Page A1)
  – Format:
    • Check Margins
    • Have electronic page numbers
    • No Section header or 1 line of a sentence at the bottom of a page
Design Project Report

• Suggestions, cont’d:
  – Structure of ideas & text:
    • Introduce each section – don’t just jump into a topic
  – Sentence Structure
    • No contractions
    • No active voice
    • Proofread for spelling/grammar/proper word choice
    • No spaces between header & text
    • Use past tense – project has been completed
    • No commands (ie: Attach mousetrap to base.)
    • No we, you, our, I, etc)