Senior Design - Final Reports & Symposium

Report Outline:

Note: Check with your sponsor in case they request any additions or revisions, and to confirm that this will be an acceptable report outline for documenting your project design. Meanwhile, look this over to get an idea of the required information that needs to be documented. It is strongly suggested that you write these sections as the work is completed, while information is fresh in your minds.

Transmittal Letter to Sponsor: Cover letter, not to be bound into report

Front Matter:
- Title Page
- Executive Summary
- Acknowledgment of financial support, equipment, assistance, resources, etc.
- Table of Contents

Body:
- Introduction (Overview & Orientation)
- Problem Definition, Design Objectives and Constraints
- Project Management (Resources Needed, Project Scheduling, Human Resource Assignments, and Budget. Some of this info might better be placed in appendices.)
- Brainstorming and Evaluation of Alternative Approaches
- Design Approach: Working around Constraints, Decisions and Major Assumptions
- Design Narrative Including Calculations and Design Sketches (put portions in Appendix)
- Discussion of Results (Quantitative Analysis of your design - does it meet spec and intent?)
- Conclusions (Qualitative Discussion of Strengths & Weaknesses, Design Capabilities, Economic Evaluation, etc.)
- Recommendations based on results.
- Recommendations for further work and improvement.

Supplemental Material:
- Reference List
    - all books, papers, printed references, web pages. Number and call out in writing !
    - human "experts,"
    - Lab equipment, instrumentation, and other resources needed to carry out the work
- Appendices (Bill of Materials and design values, Circuit Diagrams, Assembly Drawings, Source Code, tables of data, etc.)