The project report should contain the following:

1. Title Page
2. Table of Contents
3. List of Figures
4. List of Tables
5. Abstract
   - The abstract is a short summary of the entire report and is a separate page preceding the body of the report. Normally 200 words or less.
   - This is a short statement of what you intend to do (your objective), what you found out (your results), and what the results mean (your conclusions and implications).
6. Introduction
   - Give a (historical) background of the work you will report.
   - Describe in detail the problem or issues you addressed and the significance of the problem.
7. Procedures
   - Describe in detail actions taken to solve the problem.
   - This part of the report tells what you did (the steps you took in doing the experiment or investigation) in such detail that other skills people could follow the same steps and replicate your work.
8. Results
   - Describe your findings, usually in two ways:
     1. With visuals, in tables, graphs, and other figures that summarize the data graphically.
     2. With a narrative, in a passage where you explain in words the key results that people will need to follow your conclusions.
9. Discussion/Conclusions
The discussion steps back to answer the question:

*Did you solve the problem you initially set out to conquer?*

To do this, you’ll need to:

- Explain any difficulties relevant to the conclusions.
- Interpret and compare your results.
- Point out special features of the argument.
- Link this discussion explicitly to your objectives.
- Follow with conclusions based on the evidence and then, when appropriate, with recommendations for future work.

10. References

- List the sources consulted in solving the problem.
- The list contains the titles, authors, sources, and dates of articles in trade magazines, journals and other sources. Expert interviewed and consultants used might also be listed.

11. Appendixes

- The appendixes contain information related to but not directly included in the body of the report. Numerical data, sketches, drawings, and other information might be placed in the appendixes.
Name of Design Project

by

Section 002:
1. ____________________________
2. ____________________________

Instructor: ----------------------

May 24, 2000