Introduction to Design
The Report

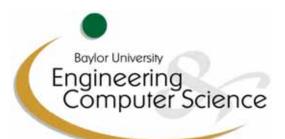## Session 5

Baylor University
Engineering & Computer Science

Design Report

- **Will be graded/judged**

  – Technically and communication

- **Purpose:**

  – Explain what was done

  – Explain how goals were accomplished

- **Professionally prepared** (your mother would be proud ☺)

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Cover/Title Page

- **Project title**

- **Date submitted**

- **Team members and affiliation**

- **Advisor or teacher**

- **Perhaps heavier paper**

- **No page number**

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Abstract/Executive Summary

- **Explain purpose**
- **Summarize objectives**
- **Single page**
- **Not so technical**
- **Stand alone**
- **Summarize results**
- **2-3 paragraphs**

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Table of Contents

- **Best to auto-generate**

- **Major headings in the report**

- **Page numbers**

- **Single page**

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Introduction & Background

- **Introduce the project**
- **Explain the purpose**
- **Provide relevant background**
- **Bring reader to understand the need**
- **State existing technology**
- **State the goals**
- **Briefly explain approach**

6

Methods Design Analysis

- **Longest section**
- **Walk reader through the process**
- **Divided into subsections**
- **State assumptions**
- **Explain and show analysis calculations**
- **Include figures with captions**

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Results

- **Details of your design**

- **Drawing of design**

- **~Product description**

- **Brag about solution (truthfully)**

- **Reader should understand final device**

Conclusions/Recommendations

- **How well will your design meet criteria?**

- **Are there shortcomings**

- **Does it solve the problem**

- **Are there weaknesses?**

- **Is further work needed?**

- **What is your recommendation for implementing?**

References

- List in bibliographic format
- Order at appears in report
- Use superscripted number in report
- Even include web sites
- Each entry must have a date

Appendices

- **Other materials or documents**
  - Supplemental tables
  - Larger diagrams
  - Sample calculations
  - Team members CV (resume)
  - Other relevant information