

### Format for Design Project Report (Due Wednesday 5/13/09)

#### ***Outline of the Report***

A most important step is to start by making a complete outline of the report (most word-processing packages, including Microsoft Word, provide an outlining capability). This outline should include all the major headings of the report, and under each major heading, subheadings relating to specific sections should be listed. In fact, it is not a bad idea to make these subdivisions so fine as to have each subheading corresponding to a paragraph in the completed report. When preparing this outline it is wise to keep a separate list of comments that come to mind to be sure that you include them somewhere in the report. Here is a sample outline:

- Title Page, including product name and your names
- Table of Contents
- Design Team – brief (one paragraph) bio-sketch of each member
- Design Objectives
- Ethical and Legal Considerations
- General Design Considerations
- Engineering Design Criteria
- Description of Final Design, including references to figures or drawings
- Design Drawings: computer-generated, printed, dimensioned, labeled
- Analysis of Design, including all equations
- Parts list, including sources
- Cost Analysis, including quotes
- Operations and maintenance information
- Discussion and Summary – show you meet design criteria
- References
- Appendices
  - Design process – meeting dates, meeting attendance
  - Other concepts considered
  - Anything else that does not fit above, or ancillary detail

#### ***References***

A list of references used should always be included. A general idea of a typical format can be obtained by looking through any technical journal. The point here is to use a consistent format for all of the references.

#### ***Appendices***

Side issues which are not really the main theme of a report should be relegated to an appendix. A criterion for deciding whether to put something in the main body of the report is to ask if it detracts from an orderly description of the work: if the answer is “Yes,” the item should either be left out or put in an appendix.