

FINAL REPORT GUIDELINES

Subteam Articles: Due [Time, Date]

- Deliver a paper copy to [faculty advisor, office number]
- Email to _____ or save electronically in _____

Format:

The spring semester report should be a culmination of an entire year's work. Each subteam should have only **ONE** report for the entire year made up of a summary, table of contents and articles. *Open up your fall report articles, change the date and start adding information... don't write a completely new article!*

The article should include everything people need to know about your system/subteam. This includes (but is not limited to) the items listed below. Items with a star (*) are information that should have been included in your fall report. These starred (*) sections should be updated, corrected, and/or expanded but NOT deleted (even if the design totally changed).

Introduction

- Brief explanation of system function and major components*
- Summary of system design*

Design

- All designs you considered at the beginning of the year*
- Specific information on the design you chose and why you chose it*

Manufacturing

- Details on manufacturing all parts
- Supplier information*
- Manufacturing Steps*
- Problems encountered while manufacturing

Development

- What didn't work? What didn't fit? Etc. Explain anything that was redesigned
- Include tests conducted and analysis of data collected
- Explain all failures and what you did to prevent it from happening again

Competition

- Describe how your system performed at the competition
- Include any questions that judges asked and things they liked and didn't like
- Describe any great design ideas you have from looking at other team's projects, talking to other schools, etc.

Conclusions

- If you could do it again... what would you do different or change in next year's design?
- Appendices: Include drawings, graphs, spreadsheets, calculations
- References: Include all contact and supplier info; useful websites, books, and team reports

And last... All clarifications requested and questions raised in the fall reports should be addressed

If you wrote a good report in a previous term you should have less work to do this term. Write the report you wish you had read when you started on this part/assembly.