Draft for the Final Report

Motivation:

The primary purpose of the Draft for the Final Report is as a planning document for the preparation of the Final Report, and of the Presentation and Demonstration to follow. As such, it is a very serious pre-step in the completion of your Final-Year Project. Done well, your Draft for the Final Report can make the final stage in your Project a straightforward, enjoyable process. Treated casually, it can be a waste of time for all of us! At the very least, the Draft for the Final Report should serve to focus your attention on the fact that 3/4 of the academic year has already passed; the term is nearly at an end; and *you must make the optimal use of your remaining time*.

Content:

1) *Title*.
2) *Project Participant(s).*
3) *Project Supervisor(s).*
4) *Project Purpose* (in a few sentences).
5) *Project Overview* (in one-half to one page).
6) *Project Progress* (as a list of deliverables with the fraction of each now completed).
7) *Table of Contents of the Final Report*: This should include (for example), Title Page, Preface and Acknowledgment, Table of Contents, Introduction to the Problem, Overall Directions to a Solution, Design of the Solution, Testing of the Solution, Results, Conclusions, Appendixes on details of design and test and system components, including software listings, etc. Partial identification of sections and subsections would be also appropriate.
8) *Several Sample Pages* of text for various sections which illustrate your writing style and ability to express yourself: Normally you would provide samples from various Chapters and sections of the Final Report. Note that these need not be complete, nor be completely polished! You can include figures and graphs if you wish, but text is mandatory!

Final Report

Motivation:

Please keep in mind that it is a report of a *complete* Project, a record of the *entire* effort directed toward the Project goal, independent of the size of team that produced it. Thus your Final Report must logically be a complete package. For to be otherwise, (such as providing an uncoordinated package of partial reports) it would have no integrity, nor any archival or autonomous value.

The Final Report for each Project will remain in the departmental archives as a record of *your* integrity, effort and accomplishment, long after you have graduated. In short, it is *your* legacy here! Also, it is the vehicle by which you can communicate your capabilities to others, such as potential employers. Thus it should be as well-done as you can manage!

The Role of the Preface and Acknowledgment:

While the Final Report is all about the Project, to account for individual effort is very very important. To help to do so is the role of the Preface and Acknowledgment which appear after the Title page in your Final Report. It should include: the Title of your Project, the name of your supervisor(s), the name of the Department and of the University, a short Abstract, the names of the members of the Final-Year Project team and of other associated individuals (such as technicians or graduate students) with their status identified. Together with the name of each individual, you will include a list of items (set in parentheses) indicating a) the nature of their contribution to the Project, b) their % of project contribution, c) their % of write-up contribution.

IELM Final Year Reports General Structure		
Introduction	What is your report about ?	
	Why should we care about it ?	HK's perspective Global perspective
		Commercial/social perspective
	What's the current world interest in this ?	Who else is researching this ? How far have other studies reached ?
	Technical Focus of project	
	The following structure of this report	
Background	Specific Problem	
	Project's Solution	the logic behind the solution the subsequent design the testing of the solution
Methods	How was the problem tackles	
Results	Describe the general results in writing. Say if there are any conditions. Mention special cases, uncertainties, surprises, etc.	
Conclusion	Discuss your results. What are the implications of the results (commercial/social/global/local/medical) ? What is the value of this project? How can the results of the project be used ? If the results are used, what effects are there? Question your own methods. How can the project be improved? Identify a logical follow up project.	
References		
Appendix		
Comments	*Make your report USER-FRIENDLY. Assume the reader is someone who does not know much about the topic. Keep the END-USER in mind. It could be a potential employer, or a target company. Make the report a proud example of the professional standards of the HKUST IEEM students.*	
	Keep generating your own special ideas about what you want to convey in this report.	

Project Poster

Motivation :

1. The Project Poster is intended to provide an overview of your Project to non-specialists of various kinds on various occasions.
2. If you prepare it early or make a preliminary version of it, you can use it at your workplace to inform passers by what you are doing.
3. You are encouraged to use it during your Oral Presentation.
4. Your Advisor may use it in the laboratory to inform visitors.
5. It will be retained by the Department, and will be used in open-house presentations by the Department, for example on Congregation Day.
6. It will be displayed on occasion in one of several display cases to be arranged in the Laboratory hallways for that purpose.
7. It is a component of your final grade.

Suggested Poster Structure :

Construction :

a. Use sky-blue poster board (20" x 30") obtained at the Bookstore on campus.
b. Text, Figures, Charts, Graphs, Tables, etc are to be computer-generated on white paper. Their number, size and placement are your choice, except for the title and logo specification noted below.
c. All sheets are to be mounted on (relatively thick) colored paper (called water-color paper at the Bookstore) which extends 1 cm or so beyond the edges of the sheet to act as a "shadow frame". The color and width of the frame are your choice.

Format :

The general appearance is shown in the attached figures: There are 3 types of sheets :

a) The Title Sheet, which may need to be wide enough to require 2 joined pieces of A4 paper, includes the Project title, the names of the Project participant(s), and of the supervisor(s). The title should be structured in two parts: 1) a "heading" in one-half inch (or slightly larger) upper case, and 2) a subtitle in one-half inch upper and lower case. The names, located in two columns below the title are in one-quarter inch upper and lower case.
b) The Logos(s) which represent the University, the Department, and the Research Group or Laboratory in which the work was done, normally appear in the upper left and right corners of the board. In the event that the title sheet is too long, you may use only the left logo. In that case, use the second logo in the lower right corner.
c) The design of the Information Sheets including their content, size and number, is your choice, with 4 exceptions as follows:
    i. You should try to use paragraphs with centered titles, such as "Overview", and "Results", printed in a one-quarter inch upper and lower-case bold typeface.
    ii. Make effective use of titles for paragraphs, figures, etc. Use the typeface described in iii) below for the major part of the title (for visibility) and regular type for details.
    iii. The introductory paragraph(s) should be in a larger typeface than you will likely use in a detailed descriptive section. It should be readable at a distance of six to 10 feet (while the smallest type you use may be readable at distances of two to three feet). Generally speaking, keep in mind that the larger and bolder your presentation, the more enticing it will be those seeing it at a distance. The real challenge, then, after you have attracted attention to your poster is to provide enough interesting and readable detail to someone who wants to learn more. One compromise might be to have some parts (e.g., notes included in small font with figures, or a section called "Detailed Design", or a Table) which are packed with useful information. However, don't forget that important results should be big enough for reading at a reasonable distance!
    iv. A multi-column format can often improve readability by reducing line-length, allowing for more text structuring, etc.
    v. Figures (including diagrams, charts, graphs, schematics, etc) are a good way to communicate interesting ideas.

Project poster format