

## Assignment #4 (Team): Synthesized White Paper

In this stage of the semester-long series of assignments, you and the members of your project team will synthesize (i.e., combine) your respective Individual Analysis Reports to complete a cohesive and coherent team background report/white paper. See the [Purdue Online Writing Lab](#) for information on white papers.

The purpose of this document is to inform your audience about the problem you are addressing and to persuade them your approach is the best option for solving the problem. This report should focus on the problem, your solution, and the research you've done through the smart design lenses.

### Report Components

The Synthesized White Paper must include the following elements:

1. Executive Summary (written collaboratively by the team)
  - Self-sufficient
  - No more than one page
  - Includes all necessary information while remaining concise
2. Introduction/Background section (written collaboratively by the team)
  - Brief description of the problem
  - Brief description of the product
  - Brief description of the solution
  - Introduction of the four analytical lenses (within the context of your report—***do not simply define the four lenses***)
3. Revised Individual Analysis Reports (lenses)
  - Each individually written section should be revised and edited for style and formatting in a way that yields coherence and cohesion across all individual portions. These portions should exhibit the features of effective professional writing, including, but not limited to:
    - headings;
    - topic sentences;
    - transitional phrases;
    - consistent tone, style, voice, and formatting; and
    - lack of contradiction.
  - The team report should communicate in one consistent voice.
  - All requirements of the Individual Analysis Report apply here (please refer to the Individual Analysis Report assignment prompt for these requirements).
4. Conclusion (written collaboratively by the team)
  - Include a reiteration of your product solution and impact as it relates to the SDGs.
  - Your audience should be convinced that your approach/solution is the best option for the problem you identified.
5. References page
  - Include one list of references for the entire assignment. Note that existing reference pages from the Individual Analysis Reports must be properly synthesized so that the final product includes all the report's references in IEEE format, in proper order.
6. Appendices, as necessary
  - Be sure to refer to appendices in the body text. Refer to lecture materials for appropriate practices, here.

### About the Revised Individual Analysis Reports

I (Professor Ziter) expect each Individual Analysis Report will have been improved since it was submitted for assessment. Formative feedback given by the teaching assistant should be strongly considered and changes should be implemented. Expectations will be higher than for your initial Individual Analysis Report submission. You should also consider the formative feedback given on your Team Project Overview and Project Problem Description assignments: ensure you do not make any errors on the Individual Analysis Report that are identified elsewhere.

All group members are expected to help one another to improve their respective individual portions. Productive collaboration will help you to achieve the highest team grade possible.

### Assessment Focus

The Synthesized White Paper will be graded with a focus on the following elements:

- Quality and effectiveness of collaboratively written executive summary, introduction/background, and conclusion
- Audience accommodation (appropriate analysis of the rhetorical situation)
- Quality of synthesis of materials (consistency, coherence, cohesion)
- Consistency of flow, voice, style, tone, and formatting
- Overall quality of the report: Is it convincing? Well-researched? Well-supported? Comprehensive?

### Formatting Requirements:

No more than 7 single-spaced pages, double spaced between paragraphs and set in Times New Roman 12-point font with regular 1-inch margins, *plus references and appendices* (if needed). Technical graphics/visual components and cover pages do not contribute to the assignment page count.

- 1 page for each individual portion (4 pages maximum)\*
- 1 page for executive summary
- 1 page for introduction/background
- 1 page for conclusion

*\*Note: for groups of three, the total page maximum will be 6 (i.e., 3 pages maximum for the individual portions, 1 page maximum for executive summary, 1 page maximum for introduction/background, and 1 page maximum for conclusion).*

### Due Date and Weight

**Due Date:** Wednesday, April 5 at 11:59 p.m. via Brightspace

**Weight:** 20% of final grade

*Please note: This a group assignment, so only one member per group needs to submit your work.*