

**TITLE of Senior Project Binders**  
**NAMES**

<b>Folder #</b>	<b>“Electronic” Binder</b>	<b>Included Items</b>	<b>Tab #</b>	<b>“Physical” Binder</b>	<b>Included Items</b>
1	Table of Contents	YES	1	Table of Contents	
2	Project Proposal	YES	2	Project Proposal	
3	Functional & Engineering Specifications	YES	3	Functional & Engineering Specifications	
4	Block Diagram	YES	4	Block Diagram	
5	Time Schedule Task Division	YES	5	Time Schedule Task Division	
6	Design Schematics, Drawings, & BOM (Bill of Materials)	YES	6	Design Schematics, Drawings, & BOM (Bill of Materials)	
7	Paper Design	YES	7	Paper Design	
	<b><i>1199 Documentation</i></b>			<b><i>1199 Documentation</i></b>	
8	Weekly Memos	YES	8	Weekly Memos	
9	Monthly Progress Reports	YES	9	Monthly Progress Reports	
10	Testing & Analysis	YES	10	Testing & Analysis	
11	Final Report	YES	11	Final Report	
12	Final Presentation	YES	12	Final Presentation	
13	Source Code	YES	13	Source Code	
14	1199 Diagrams & Schematics	YES	14	1199 Diagrams & Schematics	
15	Project Logbook		15	Project Logbook	
16	Appendix (Items associated with the Project, that do ‘fit’ elsewhere)	YES	16	Appendix (Items associated with the Project, that do ‘fit’ elsewhere)	

- No need to print source code
- Name folders starting with a number (example: *02\_Project\_Proposal*)
- In general, no need to take new print outs.