Pre-screening Checklist

1. Has a Proposal for a Technology Report been submitted and accepted and a copy

of the approved proposal included in the Technology Report? = YES

2. Has the Technology Report been submitted within one year since the proposal

was approved? = YES

3. Is the Technology Report consistent with the Proposal (as approved and with the

comments and suggestions made by the proposal reviewer)? = YES

4. Is the Technology Report typed, double-spaced and justified left? = YES

5. Has a 12-point Arial, Univers, or similar Sans Serif font been used? = YES

6. Is the body of the report a minimum of 3,000 words?

= Yes

7. Are the components included and in the following order: Title Page; Declaration

of Authorship; Approved Proposal; Abstract/Executive Summary; Table of

Contents; Lists of Illustrations/Diagrams; Body of the TR; Conclusion(s), and if

applicable Recommendation(s); Bibliography/Technical References; and

Appendices? = YES

8. Is there a signed Declaration of Authorship? = no, names are included

9. Is the report dated? = YES

10. Is the Technology Report current? (The Technology Report should be less than 5

years old.) = YES

11. Is there a Title Page? = YES

12. Is there a Table of Contents? = YES

13. Does the Table of Contents correctly reflect the Components: Headings,

Illustrations/Diagrams and Appendices? = YES

14. Are the pages numbered with appropriate page breaks? = YES

15. Is there an Abstract/Executive Summary and Introduction? = YES

16. Does the body of the report contain Section Headings? = YES

17. Are there Conclusion(s), and if applicable, Recommendation(s)? = YES

18. Is there a Bibliography with appropriately cited Technical References?

Report Mechanics and Structure Checklist

This section evaluates the structure, formatting and writing techniques used in the TR.

Fulfillment of this criteria leads to a TR that looks professional, is easy to read and is

representative of the formatting standards of the industry. = YES

1. Does the Title, in ten words or less, inform readers of the precise subject matter

contained in the TR?

A title should be concise and include key words for indexing. = YES

2. Does the Abstract or Executive Summary provide a brief overview of the report

in approximately 75 to 100 words? = YES

3. Does the Abstract or Executive Summary summarize the Conclusion(s), and if

applicable, the Recommendation(s)?

yes, a conclusion is included in our report as we were able to finish our project.

4. Does the Introduction state the reason the work was undertaken? What is the

industry, organization or context? What is the problem? = YES

5. Does the Introduction cover the scope of the report? What is included and /or

admitted, and what procedures are used? = YES

6. Do the headings and subheadings in the Body adequately and accurately

describe the section or subsection content? = YES

7. Does the Body include information regarding the methodology?

Does it indicate materials, equipment and procedures used and why they were

selected over alternatives? Is there sufficient detail so that that the

methodology can be duplicated by others? = YES

8. Does the Body include recent research findings? = YES

9. Does the Body include results/data from the study? = YES

10. Are illustrations, tables, diagrams and charts clearly drawn, labelled and

numbered? = YES

11. Is each Conclusion, and if applicable, each Recommendation, stated in a

separate paragraph and in a positive way?

Conclusions should not be qualified with “it seems”, “probably”, “it may be”, or

other words that dilute the strength of the conclusion. = YES

12. Are the References/Bibliography complete?

All materials referenced in the TR should be represented in the list of

References/Bibliography. = YES

13. Do the Appendices support the study?

Do the Appendices include substantiating data and calculations? Extraneous

material should not be included. = YES

14. Is the spelling correct? = YES

Has either the Canadian or USA spelling system been used consistently

through the TR. = YES

15. Is the language free of jargon

Are acronyms properly introduced? Are abbreviations appropriate and correct?

Can someone without specific expertise in the field read and understand the

TR? = YES

16. Is the same voice (I, one, person, etc.) used consistently throughout the

Technology Report? This was a joint report within our group members

There should not be any switching from third person to first person or vice

versa.

17. Do the grammar and punctuation follow normally accepted rules of use?

Use Ron Blicq’s text Technically Write or a similar grammar reference as a

guide. = YES

18. Are thoughts and illustrations/diagrams/charts that do not belong to the writer

properly identified and footnoted in the text? = YES

Are quotations indicated correctly? Are the authors referenced in footnotes

and/or reference list? Do they include the author’s name, the title of the

article/book, the date of publication, and the publisher? = YES

Report Content

1. Are the Problem Statement and Hypothesis significant to the current state of

the field/industry? = YES

2. Is the Methodology scientifically sound? = YES

3. Are the engineering technology and applied science principles used in the

Methodology and Analysis appropriate to the subject area? = YES

4. Are the Data and/or Results complete? = YES

5. Have the Mathematical formulae been applied appropriately? = YES, while designing the case for the raspberry pi 3b+

6. Are the Mathematical calculations done correctly and accurately? = YES

7. Are the Illustrations/Diagrams/Charts technically correct? = YES

8. Is the Analysis of the results correct? = YES

9. Is the Analysis complete? = YES

10. Are the Conclusion(s), and if applicable the Recommendation(s), free of

discussion, explanation and opinion? = YES

11. Do the Conclusion(s), and if applicable the Recommendation(s), relate to and

resolve the Problem Statement and/or Hypothesis? = YES

12. Are the Conclusion(s), and if applicable the Recommendation(s), logical? = YES

13. Does the report make a contribution to the industry/field of study? = YES