Bring ideas to life

VIA University College



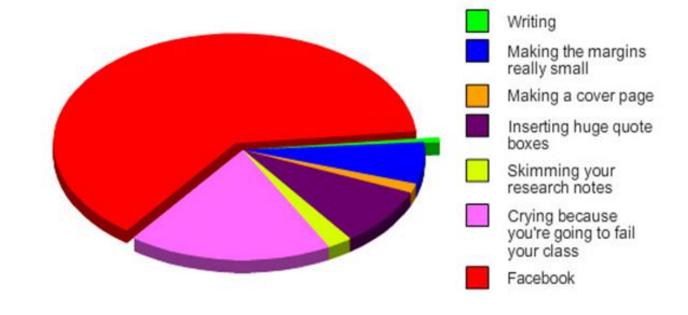
# SPR/FPR A21

Lesson 10

Project Report

Process Report

# Use of time before 15 page essay due in 12 hours





# The Project Report – Info -Tips & Tricks



Inc./Dist. by UFS, Inc HE DOESN'T READ THEM, SO WE ALL USE A RANDOM PHRASE GENERATOR. I'LL E-MAIL IT TO YOU.

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## The Project hand-in contains:

#### The **Project Report** containing:

- preface
- table of contents
- list of figures and tables
- executive summary
- introduction
- findings
- conclusion
- list of references

#### Formats:

Pdf(!!)

Excel and CAD files to be compressed (7Zip is free) and enclosed in appendices

#### **The appendices** containing:

- extract of your problem analysis
- calculations
- **Drawings**
- Etc
- Latest approved Project Description

**The Process Report** with appendices like group contract – log book etc is uploaded as a separate stand – alone document

# Project documentation

Decide the form and system of your documentation in the beginning of the

project.

- Templates
- Storage
- Software
- System of versioning

Group assignment 10 minutes:

Do you have such a system?

If not: make it

Back-Up – How – When by

Whom?

- Separate your documents according to WBS (Wotk Breakdown Structure) or other kind of project-structure.
- Make sure that you can identify your documents:
  - Title
  - Date
  - •11/Name of writer

# Project Report / Appendices What goes where?

1. The report should be understandable for the reader without having to read the appendices

2. The appendices covers the specific information, detailed calculations etc. that backs your conclusions in the report

**REMEMBER:** 

Having 2 in 1 will not ease understanding!

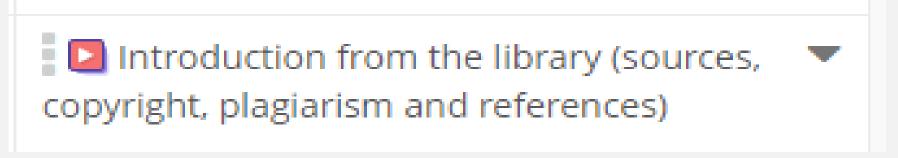
This report just says our project stinks!



That's a composite rating, my systematic assessment of every piece that stinks is in Appendix A

# References & References system

- At VIA Engineering we use the Harvard style of referencing (Anglia Ruskin)
- For in depth information:
  - See:

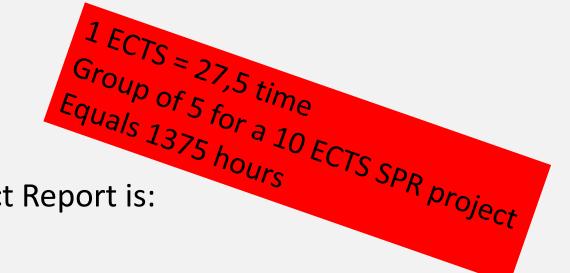




# General Recommendations

- Sweet short and to the point. It is more difficult to write a small fulfilling paper/report than to deliver a "mega" paper/report.
- Formal demands must be held!!!!! Use uploaded template(s) in project Guidance on Studynet.
- Work on layout on front page.
- Use a language that fits the reader who's your main target group
- Think about report versus appendix What goes where?
- Use peer review and get inspired by each other
- Illustrations, figures and templates are <u>not</u> self-explanatory <u>Always</u> add explaining text

# Project Report Length



The general length requirement for a Project Report is: Between 50,000 and 150,000 characters.

(This count applies to the entire Project Report <u>excluding appendices</u>,. and includes spaces, as well as 800 characters per self-produced figure)

20 – 60 pages of 2400 characters

Factors influencing the length include total ECTS points of the project, number of students in the project group, which engineering field, amount of self-produced parts in appendices, etc.

REMEMBER: QUANTITY does not equal QUALITY

# From the Project Report Guidelines..... How to do it:

| Content                         |  |
|---------------------------------|--|
| 1 Introduction                  |  |
| 2 Text                          |  |
| 2.1 Universal language elements |  |
| 2.2 Language conventions        |  |
| 3 Visuals (figures and tables)4 |  |
| 4 Sources of information5       |  |
| 5 Project Report Structure6     |  |
| 5.1 Front matter6               |  |
| 5.2 Main matter7                |  |
| 5.3 Back matter9                |  |
| 6 References11                  |  |
|                                 |  |
|                                 |  |

# From the Project Report Template



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#### Table of content

| Pre  | face                            | ji       |
|------|---------------------------------|----------|
| Glo  | ssary                           | iv       |
| List | of symbols                      | V        |
| List | of figures and tables           | <b>v</b> |
| Exe  | cutive summary                  | . vi     |
| 1    | Introduction                    | 1        |
| 2    | Theory/literature survey        | 2        |
| 3    | Methods                         | 3        |
| 4    | Results/findings and Discussion | 4        |
| 5    | Conclusions                     | 5        |
| 6    | Sources of information          | 6        |
|      |                                 |          |

Project Report Template - VIA Engineering Guidelines/Title of the Project Report

## Project Report - The Introduction part

General information regarding the project followed by an overall description of your How to do it engineering methods

#### Preface

- Acknowledgements: Gratitude so persons and companys who have contributed to the project
- Reader's guide: Dictionary, Description of the structure, "red tread" in the report. Can be included if the project report has more than one target group.

#### Background

- Must contain very short extract of your Project Description: background, purpose, problem formulation, sub problems and delimitation of your project.
- Methods/design
  - If relevant: The overall (engineering approach) throughout the project.
  - Specific methods can be described in conjunction with the sections where used.



# Documenting your findings

- Body: The body of the Project Report main matter may include methods, results and discussion.
- Methods: Methods includes a description of the methods, field work, laboratory
  work, instruments and apparatuses. It must be described in enough detail for the
  reader to repeat your work. The student decides if the used methods are
  described in an a dedicated section or in conjunction with the various subtasks
  addressed in the project.
- Results/findings and Discussion: Results and discussion are quite different subjects and may be placed in separate chapters if deemed appropriate by the project group. In the discussion, the validity of the results is evaluated and the results are put in context.



Project Report Guideline - VIA Engineering Guidelines

Theory/literature survey: The literature survey includes an overall information
on what is known, what have other people done etc. The purpose with this section
is to insure the uniqueness and therefore relevance of the project.

**Body:** The body of the Project Report main matter may include methods, results and discussion

- Methods: Methods includes a discription of the methods, field work, laboratory
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## What & How to document



Findings like Conceptual Design, Market Size, Technical calculations etc. is a common part of all engineering projects

As in a all other proof based documentation the rule of thumb is that the reader should be able to repeat your findings, through a step by step approach, repeating your work.

# Documenting findings in the Project report **RECOMMENDED!**

- 1. Intro: What is the problem in question and what is the needed level of outcome for your solution?
- 2. Approach: What theory and methods is used and why are they chosen What assumptions is taken?
- 3. The Solution: Including sketches and formulas of what you have done
- 4. Findings: Include the main findings but move all sub calculations to appendix
- 5. Discussion: Discuss the findings with regards to credibility and usability
- 6. See Example at: Guidelines Education specific/ Mechanical/ Doing Calculations

#### In Appendix:

Calculations, Market research etc with data in detail



# Guidelines: page 6

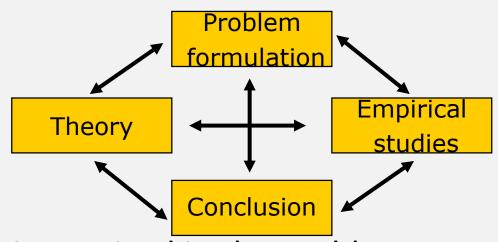


The report must <u>clearly state which student</u> wrote which sections. It is acceptable to have more than one name on a section, but it is not acceptable to have all project members as authors of all parts

Make an author list and place it in appendix

# The overall Conclusion





- Does the conclusion answer the questions raised in the problem formulation – in the introduction?
- Do you have solid arguments and evidence to bear the conclusions?
- What limitations does your analysis contain and how do they influence your conclusions?
- Does your work and results during the project raise new problems?
- What are the perspectives of your work?

# Use the Project Report Checklist



#### Appendix A: Checklist for Project Report formalia VIA Engineering Guidelines

General requirements

Author identification of individual

sections

Student names, numbers and photos

Declaration of authorship with

signatures

Confidentiality clearly stated, if relevant

Language requirements

Proper language for target audience

Proper tenses used

Contractions avoided

Colloquial language avoided

Slang avoided

First person avoided

Emotive language avoided

Passive verbs used

Arguments supported by logic and

literature

Visuals requirements

Figures, tables, etc. numbered

Figures, tables, etc. referenced in text

in the main matter

Axes on graphs labelled

Legend used when needed for

explaining symbols

Main matter requirements

Report title included on page header

Page numbers included on page footer

Introduction starts with page 1

Chapters and sections numbered

Main matter divided into two or three

levels

All paraphrased information referenced

All quotes given with " and referenced

References in the main matter given in

Havard/Anglia style

Reference list in Harvard/Anglia style

All entries in the reference list referred

to in the text

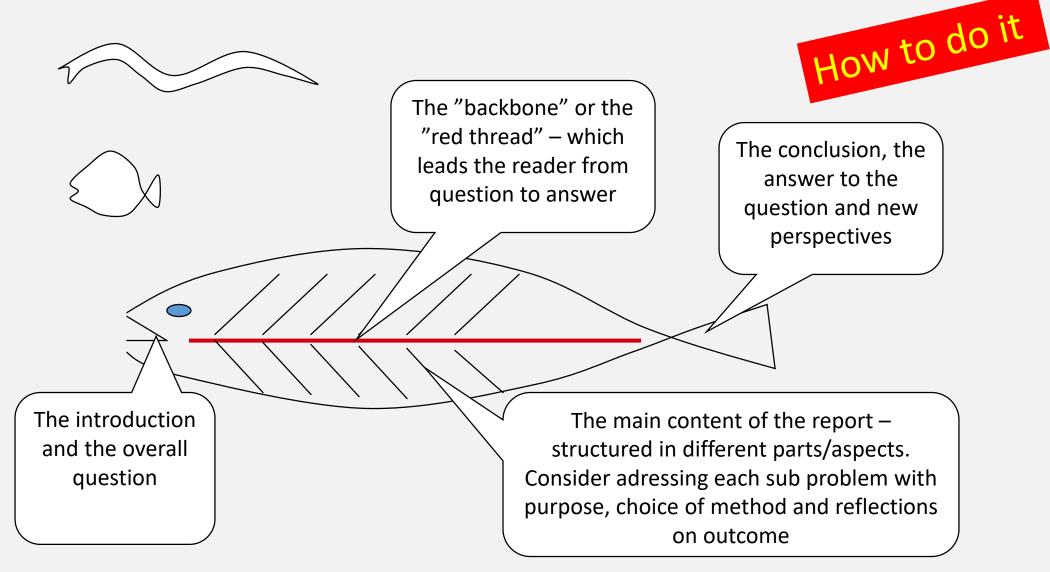
Appendix requirements

Appendices numbered

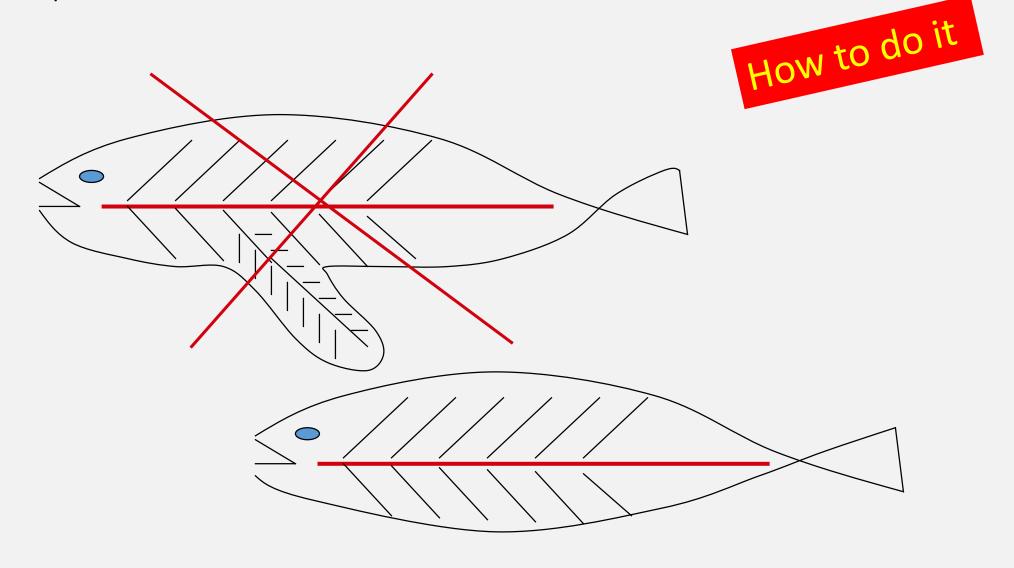
Appendices referred to in the text

Page numbers start with 1 for each appendix

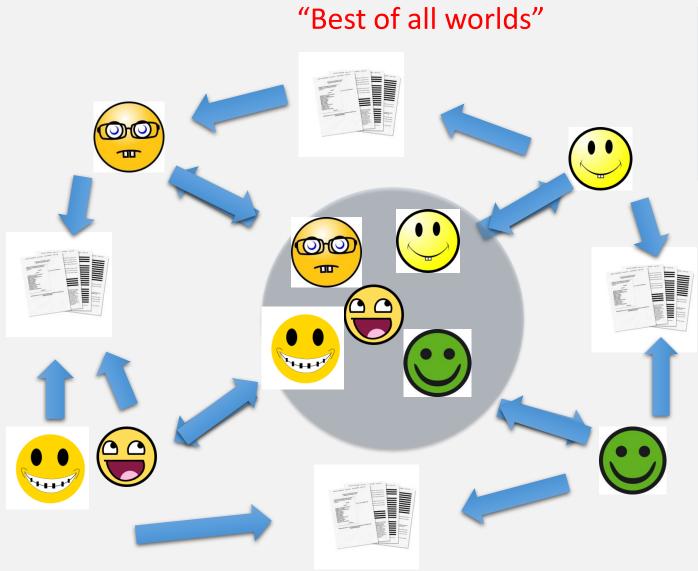
How to structure and write a project report – Always judge if your text is answering the overall problem and purpose of your Project.



How to structure and write a project report Keep it streamlined

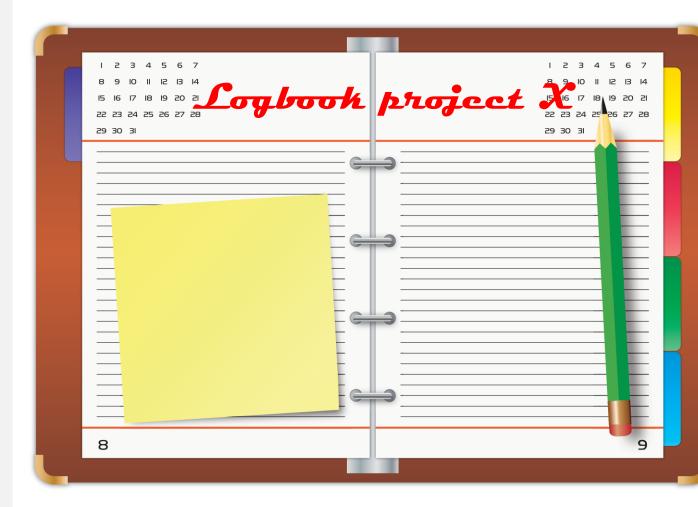


# Working together in a group The typical writing process



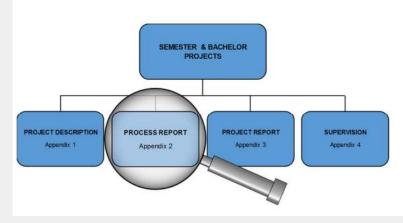
The group develops a creation of the control of the

# The Process Report



11/10/2021 PM-ALL S21 Lesson

# The process report See Guidelines for writing Process Reports (Appendix 2)

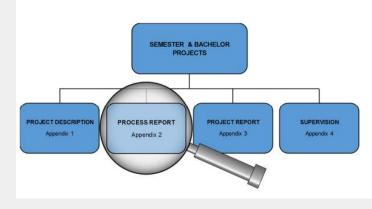


The Process Report is an independent report with the purpose to make the students reflect on the group process

Especially on own contribution and interaction

In order to become more efficient in future team work.

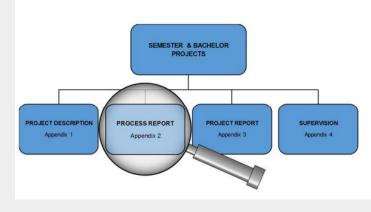
## Building up the process report See Guidelines for writing Process Reports (Appendix 2)



The number of pages in a process report depends on the number of students. Unless otherwise stated by the supervisor, process reports cover around 10-20 self-produced pages (for a group of five, excluding appendices).

One page of text is about 2400 characters.

## Building up the process report See Guidelines for writing Process Reports (Appendix 2)



#### The <u>process</u> report contains:

- **1.** As Group: A general description of the groups project execution from start to completion See Process Report Guideline Appendix 1 for inspiration
- **2. As student:** An individual part covering each group members personal reflections. See Process Report Guideline Appendix 1 for inspiration

# See Process Report Guideline Appendix 1 for inspiration Page 1: Group Process

Do not write about irrelevant issues.

PM-ALL S21 Lesson 10\_ Project & Process ReportS

#### Appendix A: Suggested issues for Personal Reflections

#### VIA Engineering Guidelines

The following may be used as inspiration for the personal reflections, but should only be included in the report when relevant.

#### roject Initiation

- Why did you select the topic?
- How was the group formed?
- How successful was your planning?
- What kind of project planning tools did you use?

#### **Project Description**

- How did you define your problem?
- Did you set up a realistic goal?
- What did you want to achieve?

#### **Project Execution**

#### Methods:

- · How did you follow up on your plan for the project?
- Which methods did you use and were they succesful?
- Would you use have used other methods, if starting the project today?

#### Project results:

- In what way are you satisfied with the project results?
- What kind of project risks did you identify and how did you monitor and handle the risks?
- · What was less successful? Explain why?

# See Process Report Guideline Appendix 1 for inspiration Page 2: Individual reflections

Remember: Your individual reflections will be read by your team members and may also be discussed at the exam.

Therefore be constructive in your

 What is the content of the group contract and how did the group live up to this content?

- How did you feel responsible for the group project? (Be specific and explain in general and by means of examples).
- Give examples of how the group contract has had a direct impact on the success/failure of the group cooperation.
- What adjustments do you suggest for the next group contract?
- How did the group work together did each group member contribute satisfactory?
- Did all group members deliver to a maximum to the group and did the group utilize each member's expertise?
- How was the motivation of the group? What motivated the group and its members, what demotivated the group?
- How did you benefit from the multicultural group work and what were the biggest challenges?
- What did you learn about your own ability to cooperate in a group context?
- Based upon your experiences from this project, what will you try to do differently next time you are involved in group work?

roject organized studies and problem-based learning:

- What do you think are the advantages of group work and of problem-based learning. Why?
- What do you think are the disadvantages of group work and problem-based learning. Why?
- What are the pros and cons of creating a problem formulation?
- · What are the pros and cons of creating a project description?

#### upervison

- In what way are you satisfied with the cooperation with your supervisor(s)?
- · What was less successful? Explain why?
- · When did you use your supervisor and for what?

writing!

# The process report – Individual reflections a personal "Diary" in order to collect

- the project and group work)
- During, (What did you do, what went well and what kind of difficulties did you encounter)
- After the project. (what did you learn from this, what will you do differently in the future)



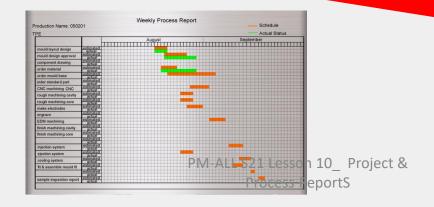
#### The process report See

# Group Assignment 10 minutes: Identify relevant data for your Process Report Agree on Whom, How & When to log it

The process report <u>can</u> be based upon include the following elements:

- Planning (a plan of the different phases in the project)
- Weekly log book
- Minutes of meetings with supervisors
- Minutes of meetings with companies

All these elements to be included as appendices to your Process Report



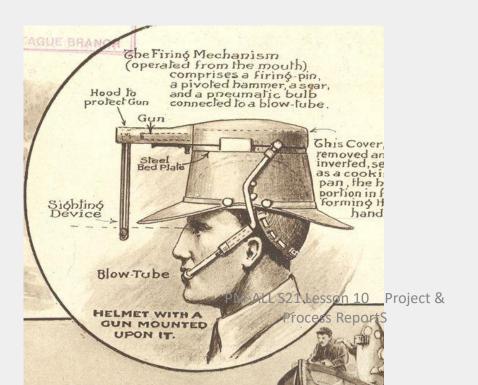
# The process report Suggested questions

#### The project result:

- In what way are you satisfied with the project result?
- What was less successful? Explain why?







#### To do:



- Read Guidelines on Project Report and Process Report
- Input to recap of lessons/ subjects/ areas Mail to <u>MARM@via.dk</u>
- Next Lesson: Dong Presentations Surviving Exams ? Recap