

Use the following checklist to ensure that the Technology Report meets OACETT basic requirements.

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Technical Report Check List

YES

PS.01	<input checked="" type="checkbox"/>	Has a Proposal for a Technology Report been submitted and accepted, and a copy of the approved proposal included in the TR? The proposal has been accepted and is included in the TR.
PS.02	<input type="checkbox"/>	Has the TR been submitted within one year since the proposal was approved? TR will be submitted at the end of the semester.
PS.03	<input checked="" type="checkbox"/>	Is the TR consistent with the Proposal (as approved and with the comments and suggestions made by the proposal reviewer/examiner)? Yes, the technical report is consistent with the Proposal, including the comments and suggestions made by the professor.
PS.04	<input checked="" type="checkbox"/>	Is the TR typed, double-spaced and justified left? Yes, the technical report is typed, double-spaced, and justified left.
PS.05	<input checked="" type="checkbox"/>	Has a 12-point Arial, Universe, or similar Sans Serif font been used? Yes, TR is 12-point, Arial.
PS.06	<input type="checkbox"/>	Is the body of the report a minimum of 3,000 words per group member? Currently working towards this requirement.
PS.07	<input checked="" type="checkbox"/>	Are the components in the following order: Title Page; Declaration of Authorship; Executive Summary/ Abstract/ Foreword; Table of Contents; Lists of Illustrations/Diagrams; Introduction; Body of the TR; Conclusions and Recommendations; Bibliography/Technical References; and Appendices? The components are in this order Title Page, Declaration of Joint Authorship, Approved Proposal, Abstract, Table of Contents, Illustration Lists, Introduction, Body of TR, Conclusions, Recommendations, Bibliography/Technical References, Appendices.
PS.08	<input checked="" type="checkbox"/>	Is there a signed Declaration of Joint Authorship? Yes, there is Declaration of Joint Authorship in the TR.
PS.09	<input checked="" type="checkbox"/>	Is the report dated? Yes, the report is dated to the submitting date. April 23, 2018
PS.10	<input checked="" type="checkbox"/>	Is the TR current? (The TR should be less than 5 years old.) Yes, the TR is current.
PS.11	<input checked="" type="checkbox"/>	Is there a Title Page? Yes, there is a Title Page at the very beginning of the report. The title page includes the name of the project, group name and the program name.
PS.12	<input checked="" type="checkbox"/>	Is there a Table of Contents? Yes, there is a Table of Contents before the Abstract.
PS.13	<input checked="" type="checkbox"/>	Does the Table of Contents correctly reflect the Components: Headings, Illustrations/Diagrams and Appendices? Yes, the table of contents correctly reflect the headings, illustrations/diagrams, and appendices
PS.14	<input checked="" type="checkbox"/>	Are the pages numbered with appropriate page breaks? Yes, pages numbered is including in the TR.
PS.15	<input checked="" type="checkbox"/>	Is there an Abstract/Executive Summary, Introduction/Foreword? (any one is acceptable) Yes, there is an Abstract Summary, before the Approved Proposal section in the report
PS.16	<input checked="" type="checkbox"/>	Does the body of the report contain Section Headings? Yes, the body of the report contains section headings
PS.17	<input checked="" type="checkbox"/>	Are Conclusions and/or Recommendations provided? The conclusion is including in the TR
PS.18	<input type="checkbox"/>	Is there a Bibliography with Technical References? Currently working on typing the Bibliography