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

**Technical Report Check List**

**YES**

|  |  |  |
| --- | --- | --- |
| PS.01 |  | Has the TR been submitted within one year since the proposal was approved? |
| PS.02 |  | Has the TR been submitted within one year since the proposal was approved? |
| PS.03 |  | Is the TR consistent with the Proposal (as approved and with the comments and suggestions made by the proposal reviewer/examiner)? //**Partially – We are yet to add few fields.** |
| PS.04 |  | Is the TR typed, double-spaced and justified left? |
| PS.05 |  | Has a 12 point Arial, Univers, or similar Sans Serif font been used? |
| PS.06 |  | Is the body of the report a minimum of 3,000 words per group member? **// Not yet, but will be accomplished by the April 15** |
| PS.07 |  | 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? |
| PS.08 |  | Is there a signed Declaration of Joint Authorship? // **No: It’s Joint Authorship** |
| PS.09 |  | Is the report dated? |
| PS.10 |  | Is the TR current? (The TR should be less than 5 years old.) |
| PS.11 |  | Is there a Title Page? |
| PS.12 |  | Is there a Table of Contents? |
| PS.13 |  | Does the Table of Contents correctly reflect the Components: Headings, Illustrations/Diagrams and Appendices? |
| PS.14 |  | Are the pages numbered with appropriate page breaks? |
| PS.15 |  | Is there an Abstract/Executive Summary, Introduction/Foreword? (any one is acceptable) |
| PS.16 |  | Does the body of the report contain Section Headings? |
| PS.17 |  | Are Conclusions and/or Recommendations provided? **// Partially : We have headings so far and going to put contents in upcoming weeks.** |
| PS.18 |  | Is there a Bibliography with Technical References? **// We have Bibliography but not Technical References yet.** |