Work Report 2 outline

- Title Page

- Letter of Submittal

- Executive Summary (1 page)

  - summary of report

  - major points

  - conclusion

  - self contained (read without rest of report)

- Introduction (2 pages)

  - introduce problem

  - design constraints

  - success criteria

  - intended audience

  - background material needed to understand problem

  - outline rest of report

- Main (10 pages)

  - elaborate on problem

  - very specific design criteria and constraints

  - how solution satisfies criteria

  - alternative solutions considered

  - why chosen solution is better

  - any limitations the solution proposed

- Conclusion

  - how well original problem was solved

  - limitations of result

- Recommendations
  - actions to take
    - who
    - costs
    - timing
    - consequences
- References
- Acknowledgements
- Glossary
- Appendices