Company logo?

**Title of Your Report:**

**Specific and concrete, making reference to the client RFP**

To:

From:

Date:

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# Introductory Section with Concrete Heading

Provide client background necessary to understand the problem. Give a thorough problem definition (listing all relevant objectives and constraints), referring directly to the RFP. Make sure your purpose is clearly defined in this section. Introduce your proposed idea and transition into the next section.

[*Remember your goal here: you want to propose a project to work on, with the hopes that by doing this project, you can research and develop a suitable solution idea that you can then propose to the client. You want to get approval from your supervisor to spend company time and resources on this project*].

# Proposal Section

Propose your design concept, and give a detailed technical description of what you are proposing to develop (focusing on mechanical features, movement principles, and possible sensor configuration; do not include programming details at this point). Include your design concept sketch as a properly captioned figure (and be sure to mention your figure in the body text). Include cited research to support the feasibility of your proposed design.

|  |
| --- |
| Figure that is large enough to show specific detail of your proposed design concept |

Figure . Make sure you have a descriptive caption

Explain how you think your proposed design concept will meet the client’s needs (meet overall goal, achieve specific objectives, and abide by constraints). Again, you might use research to provide “proof of concept” or studies to show why certain design features are likely to meet certain requirements. Feel free to include additional figures as needed.

# Project Details Section

The project details should integrate accurately with your design schedule. It should accurately reflect what materials you are allowed to use, what milestones must be met and when. Include information about what resources you will use (including a budget if appropriate?). Include a Gantt chart to show how you plan to progress through the project (what tasks will be completed by what date). It should also reflect your writing process (drafting, revising, *etc*.), and team milestones. You should have at least 8 tasks.

Table . Project Timeline

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Tasks** | **Dates** | **Dates** | **Dates** | **Dates** | **Dates** | **Dates** |
| Task (Be specific) |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |
| Submit Recommendation Report to the client (Due date) |  |  |  |  |  |  |

Since writing the final report for the client is part of the project, include milestones for complete your Team Report in your timeline.

# Concluding Section

In this final section, you should briefly recap the potential advantages of your proposed design(s) and make your final pitch for why I should approve this project. Why should I allocate company time and resources to building and testing your proposed design? Why is it likely to be a successful design in meeting the client’s needs?

# References

*(List sources you cited in your report here in IEEE style)*

[1] Author…

[2] etc

# Appendix

Add as needed… this is optional.