

CHECKLIST for Final Report

The following are necessary to earn a Pass:

- 1. Title Page done correctly** ☐
 - ☐ Logos properly handled
- 2. All instructions (red) deleted** ☐
- 3. Executive Summary & Abstract**
 - ☐ Clearly & concisely written
 - ☐ Does a good job of describing your project, and the final outcomes
 - ☐ Both fit on one page
- 4. Table of Contents is correct**
 - ☐ Section numbers retained
 - ☐ Page numbers correct
- 5. List of Figures & List of Tables**
 - ☐ These are lists only - no figures or tables in this section
 - ☐ These lists have the titles of each Figure/Table and the page numbers
 - ☐ ALL figures in your Final Report are numbered and have captions
- 6. Problem Description**
 - ☐ Very clearly describes what you designed/built - and why
 - ☐ At least one figure is included to illustrate your design
 - ☐ It is clear what you designed and what was existing and/or off-the-shelf
- 7. Progress Towards a Solution**
 - ☐ Each of the eight sections are clearly & completely addressed
 - ☐ It was clear to me that you read the directions for each section and fully answered each question
 - ☐ Figures are incorporated per the template
 - ☐ Your table of standards were relevant technical standards with name & number - and not just something like "USB Standard", which is vague
- 8. Constraints**
 - ☐ Each of the seven constraints are clearly & completely addressed
 - ☐ It was clear to me that you read the directions for each section and fully answered each question
 - ☐ You thought out-of-the-box for the constraints
- 9. Budgets**
 - ☐ You created a table that showed your projected (planned) expenses vs. what you actually spent
 - ☐ Your paragraph describes the differences between them - but only for larger discrepancies
- 10. Work Schedule**
 - ☐ You created a table that showed which tasks were completed and which were not
 - ☐ Team members were identified for each major task
 - ☐ You did not attempt to "cover up" for the inevitable slacker on your team that did little
- 11. Personnel Interactions**
 - ☐ Both sections are clearly and completely addressed
 - ☐ You were politically sensitive when discussing Mentorship
- 12. Ethics**
 - ☐ You considered the ethical aspects of your project from a high level
 - ☐ You considered ethical aspects from several angles
 - ☐ You applied professional codes of ethics, by name, to your project
- 13. Summary & Conclusions**
 - ☐ Overall capabilities & deficiencies are clearly & completely specified
 - ☐ Reading this section alone gives insight into what you designed and how well it turned out

14. Discussion

- ☐ All six sections are clearly and completely addressed
- ☐ The perspective of this section is as a student learner
- ☐ 12.2 and 12.6 will be especially scrutinized, so you put time and thought into answering them

15. Acknowledgments

- ☐ All relevant parties are acknowledged for their contributions

16. References

- ☐ All relevant technical documents are referenced